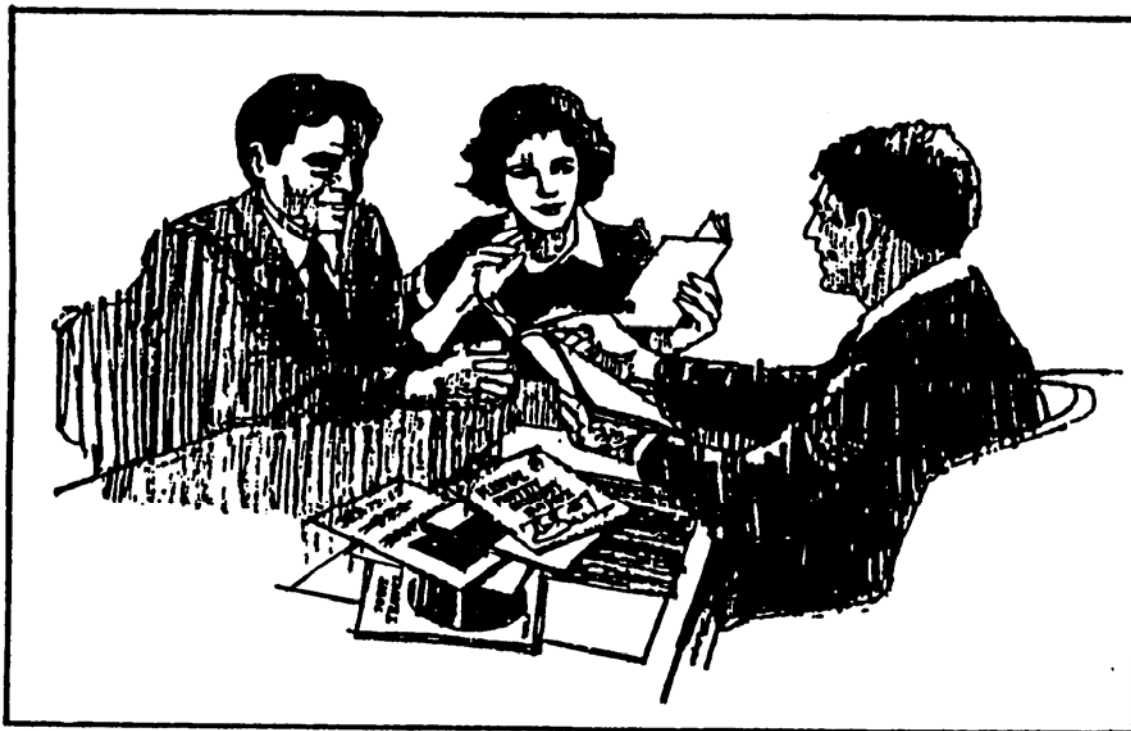




UNITED STATES AIR FORCE PERSONAL PROPERTY COUNSELOR'S HANDBOOK



Courtesy of
Joint Personal Property Shipping Office
San Antonio Texas

2007 Edition

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PERSONAL PROPERTY COUNSELOR'S HANDBOOK

FOREWORD

This handbook is intended as a training guide for Air Force personal property counselors. It **DOES NOT** encompass all possible counseling situations and **IS NOT** intended to replace current regulations. It is a guideline only. Topics are primarily oriented to Air Force military personnel entitlements, but some DoD civilian entitlements are addressed.

In the past years, we have routinely seen members incur excess costs that could have been avoided with better planning. We attempted to identify as many of these situations as possible in this handbook. We will continue to monitor current trends and provide updates as they become available.

We hope you find this handbook a useful management and training tool. In each section, we have provided space for TMFs to make comments for local guidance. We encourage you to provide feedback through your MAJCOMs on suggested changes that will benefit the Air Force personal property program.

TONY POUNDS, Lieutenant Colonel, USAF
Director

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INTRODUCTION

1. As transporters, counseling is one of the most important and challenging tasks we perform. The success or failure of each member's move depends in large part on how well the member is counseled. Our customers rely on us to inform and prepare them for their upcoming move. The purpose of this handbook is to assist in training counselors to help their customers.

1.1 This book is only a training aid! It should never be used as a "quick reference" or substitute for the regulations. It's especially important for counselors to research the applicable regulations for difficult or unusual situations.

1.2 The handbook is designed to follow the format of the DD Form 1797 and the DD Form 2278. Each numbered main paragraph heading in the handbook is quoted from the appropriate counseling form. The subparagraphs expound on the main paragraph topic. As we follow the format of the counseling checklists, you will find some paragraphs appear in more than one chapter. Regulation references are at the end of most subparagraphs and are included to assist you in locating the topic in the regulations. At the end of each numbered paragraph, we added a subparagraph titled "TMF Comment." This space is provided for the traffic management officer to comment or tailor topics for local circumstances.

1.3 Parts I through VII correspond to the DD Form 1797, Part VIII corresponds to the counseling portions of the DD Form 2278, and Part IX pertains to the shipment of boats. There are currently no forms designed for counseling members on the movement of boats.

PART I - HOUSEHOLD GOODS (HHG)

Note: This chapter corresponds to DD Form 1797, Part 1.

2. UNLESS OTHERWISE SPECIFICALLY NOTED, ALL JOINT FEDERAL TRAVEL REGULATION (JFTR), VOL. 1, AND AIR FORCE (AF) SUPPLEMENT TO JFTR REFERENCES ARE APPLICABLE TO MILITARY MEMBERS ONLY.

2.1 Check the orders carefully to determine the member's entitlement. If an error is suspected, contact the Military Personnel Flight (MPF) to resolve the matter.

2.1.1 Members are normally authorized shipment of household goods (HHG) in one lot (JFTR, Vol. 1, Para U5310-A1). In addition to a shipment of household goods, the member may also ship unaccompanied baggage, place personal property into nontemporary storage (NTS), and make a personally procured move (PPM). These shipments are exceptions to the one lot concept.

2.1.2 The authorized destinations for personal property are:

2.1.2.1 New Permanent Duty Station (PDS) and/or,

2.1.2.2 Temporary Duty Station (TDY)

2.1.2.3 Home of Record (HOR)

2.1.2.4 Place of Entry on Active Duty (PLEAD)

2.1.2.5 Designated Location, as determined by orders and the JFTR.

2.1.2.6 Nontemporary Storage (NTS)

2.1.2.7 Home of Selection (HOS)

2.1.2.8 Other locations subject to excess cost (JFTR Vol. 1, Para U5340-A)

2.1.3 HHG may not be shipped from NTS on the order (AF Form 899) returning the member from overseas to be separated at a processing station in the CONUS (AF Sup/JFTR, Para 3.2.3.4).

2.1.4 A member may have one final shipment of household goods which has been legally awarded an ex-spouse incident to divorce or property may be continued in nontemporary storage for a reasonable period of time not to exceed the member's authorized period of storage. The authorization to ship such property does not provide a new entitlement to the member but allows shipment (subject to excess cost) on current or next PCS order (including separation and retirement orders). The service member must decide whether to use his/her entitlement for this purpose (JFTR Vol. 1, Para U5340-E4 and 61 Comp. Gen. 180 (1981); AF SUP/JFTR, Para 2.7.5.3.2.).

2.1.5 NOTE: For civilian employees, see JTR VOL. 2, Chapter 2 (Part G), Chapter 5, and AF Sup/JTR, Part 2, Chapter 12.

2.1.6 TMF Comments:

2.2 Weight Allowances: PCS_____ TDY_____

2.2.1 The member's PCS weight allowance can be found in JFTR VOL. 1, Para U5310-B. The weight allowance is determined by the rank the member holds on the effective date of orders. For active duty members moving between duty stations, the effective date of orders is the date the member signs in at the new duty station, minus travel time, plus one day (JFTR Vol. 1, Appendix A). Members who have been selected for promotion should be counseled that early reporting may affect their ability to apply the weight entitlement of the higher grade. The effective date of orders for members separating or retiring is the last day of active duty (JFTR Vol. 1, Appendix A).

2.2.2 Civilian entitlements are contained in JTR, VOL. 2, Chapters 2 and 5, and are normally specified in the special orders.

NOTE: SEE JTR VOL. 2, PARA C5170, NET WEIGHT DETERMINATION ON CIVILIAN PERSONNEL.

2.2.3 Join spouse members assigned to duty stations or areas where there is no administrative household goods weight restriction are authorized the combined total weight allowances of both members (JFTR, VOL. 1, Para U5330-A). **Note:** A military member married to another military member cannot be dependent upon the other. If no other dependent exists, both are considered members without dependents in determining the weight allowance.

2.2.4 Military members married to civilian employees. If the civilian employee is also on orders and there is no duplication of entitlements, the civilian employee will be entitled to JTR Vol. 2 entitlements. To qualify for JTR Vol. 2 entitlements, the employee cannot be reflected as a dependent on the military member's orders (JTR Vol. 2, Para C8050, and Comp. Gen. B-202023, 4 Dec 81).

2.2.5 The member's PCS weight allowance does not apply to:

2.2.5.1 Vacating government or government-controlled quarters upon separation and retirement when ordered to vacate by competent authority and movement is to a local residence in the vicinity of the vacated quarters. This move has no bearing on the pending HOR/HOS shipment (JFTR Vol. 1, Para U5360-F, and U5365-G).

2.2.5.2 Occupancy of government-controlled quarters (JFTR Vol. 1, Para U5355-C).

2.2.5.3 Vacating local economy quarters in compliance with orders (JFTR, Para U5355-D).

2.2.5.4 A member who is officially reported as dead, injured, absent for a period of more than 29 days in a missing status, or upon death is subject to 18,000 pound weight limitation (JFTR Vol. 1, Para U5372-A and B2). **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2 PARA C6100.**

2.2.6 The TDY weight allowance is a distinct and separate entitlement from the PCS entitlement (JFTR Vol. 1, Para U4715). **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5715**

2.2.7 Consumable weight allowances are authorized in addition to prescribed weight allowances when the member is sent to a location where obtaining adequate food is difficult. The additional weight must be authorized in the member's orders. Locations and their consumable goods weight allowances are contained in JFTR Vol. 1, Para U5310-D, and Appendix F, Part I.

2.2.8 Check with the member to determine if they have property in storage at government expense; if so, advise them property is chargeable against their total JFTR weight allowance (JFTR Vol. 1, Para U5380-A).

2.2.9 Professional Books, Papers, and Equipment are not chargeable to the member's PCS weight allowance (JFTR Vol. 1, Para U5310-C).

2.2.10 TMF Comment:

2.3 Overseas administrative weight limitations (JFTR Vol. 1 Para U5315 and AF Sup/JFTR, Para 2.2).

2.3.1 Exceptions to the administrative weight allowance will be processed in accordance with AF Sup/JFTR, Atch 2, Table A2.1 and A2.2). In order for members to receive the additional weight, the request must be approved prior to the effective date of the PCS and included in the order. The Military Personnel Flight Customer Service Office should assist in this matter. (Exceptions may not exceed the member's full JFTR weight allowance), (Use SF Form 1200, GBL Correction Notice, to document approval of additional weight when the original GBL has already been processed.)

2.3.2 Overseas administrative weight limitations are not applicable for members separating or retiring from an overseas area (JFTR, Vol. 1, Para U5360, U5365 and AF Sup/JFTR, Para 3.5.1.2).

2.3.3 **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5156.**

2.3.4 TMF Comment:

2.4 The member is financially responsible for all transportation cost if the Government's constructive cost for transporting the authorized weight is exceeded (JFTR Vol. 1, Para U5340).

2.4.1 Ensure the member understands, by signing the DD Form 1299, they are agreeing to the terms printed on the back of the form; including the agreement to pay all excess costs incurred.

2.4.2 The TMF is responsible for collecting all known excess costs prior to releasing the shipment from origin for members separating in a non-pay status. (Once property has reached the proper destination, it cannot be held ransom for payment of excess costs.) Every attempt should be made to collect excess costs prior to delivery; however, when this is not possible, the destination TMF will issue a GBL correction notice indicating excess charges were not collected and a paying officer review is required. JPPSO-SAT/ECAF will then initiate Out-of-Service collection action (AF Sup/JFTR Vol. 1, Para 11.3.6).

2.4.3 For multiple shipments, excess costs will be computed on the shipment which results in the least cost to the military member (JFTR Vol. 1, Para U5340-B 2a).

2.4.4 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5175, AND AF SUP/JTR, PART 2, CHAPTER 12).

2.4.5 TMF Comment:

2.5 Pick-up date and Required Delivery Date (RDD) as determined by requirements of the member:

2.5.1 The transit times shown in DoD 4500.9R are used only as a guide. The pickup and required delivery dates are based upon member's actual needs. Establish a realistic delivery date taking into consideration TDYs, leave, and travel time. Try to meet the member's needs, if possible, even when the time available is less than what DoD 4500.9R provides as the average requirement. If carriers accept shipments with a "short RDD", they are obligated to meet that RDD (DoD 4500.9R, Ch 402-D (2)(b), and Appendix BJ, BK, and BL).

2.5.2 Ensure the member understands the importance of being at home or having an authorized agent there when the carrier arrives to pack and pick up or deliver their property. Unless justified by military authority or extenuating circumstances, the cost of the attempted pickup (or delivery) may be, and usually is, charged to the member (JFTR Vol. 1, Para U5340-A.1.f and DoD 4500.9R Chapter 401-D.3.9).

2.5.3 The RDD should be established to avoid storage-in-transit (SIT). However, SIT is an entitlement and the member's needs must be considered first. If excess cost is involved, advise the member storage cost will be considered in computation of excess costs; i.e., the more SIT used, the higher the excess costs.

2.5.4 Advise members to be cautious of drivers who promise delivery on specific dates. Drivers are controlled by carrier dispatchers and must follow their routing instructions.

2.5.5 TMF Comment:

2.6 Mode/method of shipment, including the name of carrier if known (applies to military and civilian employees):

2.6.1 Mode is based upon member's needs, type shipment, destination, and the most economical means available. Don't hesitate to recommend a PPM as they often provide a great advantage to the member, especially when the member desires to move a boat.

2.6.2 Check the Personal Property Consignment Instruction Guide (PPCIG) thoroughly before selecting the mode/method of shipment to determine correct shipping address and any restrictions on shipping to the requested destination. Be sure to consult both the general country restrictions as well as the section covering the individual assignment station.

2.6.3 TMF Comment:

2.7 Unauthorized items and disposal of unnecessary items:

2.7.1 Advise members to review the items to be shipped and dispose of unwanted or unnecessary items. Members often ship unwanted and unneeded items, increasing the cost of the move. This can present further problems for the member if the shipment is overweight. Excess cost rebuttals often contain member comments such as "if I had known it was going to cost so much I wouldn't have shipped all that old stuff I didn't need".

2.7.2 In general, members may ship as personal property those items from their household, which are not specifically prohibited by commodity name, or category. Advise members property for resale, disposal, or commercial use are not authorized for shipment at government expense (JFTR Vol. 1, Appendix A and DoD 4500.9R Chapter 401-G3).

2.7.3 If it is determined at origin the member has unauthorized items in the shipment; they will be advised to remove them. If unauthorized items are discovered at destination, the unauthorized items will be weighed and the member will be required to reimburse the government for all shipping costs related to the unauthorized items (JFTR Vol. 1, Para U5340-D).

2.7.4 Check JFTR, Vol. 1, Appendix A, and DoD 4500.9R, Appendix I, for items restricted or prohibited from shipment as household goods.

2.7.5 TMF Comment:

2.8 Professional books, papers, and equipment (PBP&E):

2.8.1 AF Sup/JFTR, Atch 8, provides clear guidance for the declaration and shipment of PBP&E. The definition of PBP&E is in JFTR, Appendix A. It is vitally important for members to understand declaration and the intent to ship PBP&E.

2.8.2 The member must provide indisputable intent to declare PBP&E if requesting after-the-fact declaration. This means shipment documentation must indicate PBP&E on a minimum of one of the following: DD Form 619, GBL, carrier's inventory, or a combination of these documents. Questionable cases will be referred to JPPSO-SAT/ECAF, San Antonio TX.

2.8.3 If it is not practical for the carrier to weigh the PBP&E at time of pickup, a constructive weight of 40 pounds per cubic foot per inventory item may be used. The carrier must indicate on the inventory the cubic size of each carton in order for the constructive weight to be allowed. Items not qualifying as PBP&E; e.g., furniture, filing cabinets, bookshelves, etc., will not be given a PBP&E weight credit (AF Sup/JFTR, Para 2.1.4.2.4).

2.8.4 If the carrier fails to properly identify the PBP&E during pickup, the member may request the destination TMF inspect the shipment upon delivery and verify the existence and weight of PBP&E. PBP&E must still be in original packed cartons (AF Sup/JFTR Para 2.1.4.2.5).

2.8.5 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL 2, PARA C5154-C, AND AF SUP/JTR, PART 2, CHAPTER 12.

2.8.6 TMF Comment:

2.9 Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods or comparable form.

2.9.1 Required for determining constructive costs of after-the-fact PPM move approval (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.15 and A14.7.3).

2.9.2 TMF Comment:

2.10 Servicing/de-servicing appliances (applies to military and civilian employees):

2.10.1 Servicing of appliances is the placement of kits inside the appliance to keep the inner moveable parts stable while in transit. Consequently, de-servicing is the removal of such kits at destination. It does not include disconnecting/reconnecting cords and hoses, or draining the appliance.

2.10.2 Hardware from furniture disassembled by the carrier must be placed in cloth bags and attached to the article. Upon delivery, the carrier is responsible for reassembling all items disassembled by the carrier at origin or released from nontemporary storage (DoD 4500.9R, Appendix AZ, Para 17d).

2.10.3 Third party services must be authorized in advance by the TMF for items such as German shrunks, grandfather clocks, etc., and must be included on the GBL. Keep in mind, if an item was serviced/dismantled at origin, the carrier is obligated to provide similar or third party service upon delivery (DoD 4500.9R, Appendix AZ, Para 17c).

2.10.4 TMF Comment:

2.11 Temporary storage (contractual or in transit):

2.11.1 Temporary storage is not authorized in connection with an intra-city move as prescribed by JFTR Vol., I, Par U5375-H. It is of PARAMOUNT IMPORTANCE that a member who places property in temporary storage at origin fully understands if an intra-city move is subsequently requested, the member will bear all temporary storage costs; i.e., handling in/out, and storage. Separating members should be briefed on their option to use NTS in these cases (JFTR, Vol. 1, Para U5375-A1).

2.11.2 The TMF may authorize up to an additional 180 days SIT (total 270 days), when necessary. Request for SIT beyond 270 days is delegated to the Traffic Management Officer with coordination required from MAJCOM transportation staff (JFTR Vol. 1, Para U5375-B3 and AF Sup 1/JFTR, Vol. 1, Para 5.1.2.2). Requests beyond the 180th day must be for circumstances beyond the member's control (awaiting quarters, non-availability of affordable/suitable local economy housing, etc.).

2.11.3 If the member allows the SIT to expire, storage charges from that day on and liability for loss and damage become the member's responsibility. The member makes payments for services beyond the expiration date directly to the storage firm. The member is still entitled to delivery and unpacking at government expense (DoD 4500.9R, Chapter 406, Para A2 (c)). Delivery and unpacking will be scheduled by the destination TMF through local contract service (AF Sup/JFTR, Para 5.1.1.2.2 and JFTR Vol. 1, Para U5375-A).

2.11.4 Temporary storage of TDY weight allowance is authorized only under provisions of JFTR Vol. 1, Para U4770-A and U5345-C.

2.11.5 It is of paramount importance for members ordered on a PCS with TDY en route to be advised they are entitled to have their property placed into nontemporary storage for the period of the TDY. The property stored at government expense under this provision may not exceed the member's PCS weight allowance. When the member does not use nontemporary storage at origin and elects to ship to destination, any storage utilized is chargeable to their SIT entitlement.

2.11.6 Members ordered TDY or deployed for 90 days or more are entitled to storage of household goods (not in connection with a PCS shipment). The member's permanent change of station weight allowance is not for application, however, the 18,000 pounds maximum net weight limitation does apply. The local TMF is the approval authority for these cases (MAJCOM has disapproval authority). Storage at government expense will terminate not later than 90 days after completion of the TDY or deployment, unless the MAJCOM director of transportation approves additional storage (not to exceed 90 additional days) (JFTR Vol. 1, Para U4770-B2, AF Sup/JFTR, Para 1.7.2).

2.11.7 Temporary storage in connection with a shipment from nontemporary storage incident to home of selection/home of record is authorized only when the member or dependent satisfies the criteria cited in JFTR, Vol. 1, Para U5365-C4, U5360-B2.

2.11.8 Members who have property in SIT and are subsequently ordered TDY or deployed in excess of 90 days may be authorized storage at government expense not to exceed 90 days beyond completion of the TDY (JFTR Vol. 1, Para U5375-B3a and AF Sup/JFTR, Para 5.1.2.2.1).

2.11.9 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5190.

2.11.10 TMF Comment:

2.12 It is vital counselors stress importance of checking the inventory at origin and destination, noting discrepancies on reverse of GBL, DD Form 619, and carrier's inventory prior to signing. Members must report discrepancies to the personal property shipping office.

2.12.1 The member or member's agent should be present during all phases of the move to personally observe packing/unpacking and loading/unloading of their property.

2.12.2 The member should be counseled to ensure the documents the carrier presents for signature are legible and accurate. Members should pay particular attention to the discrepancy symbols annotated by the carrier on the origin inventory. Disparities should be brought to the attention of the carrier crew chief. If dissatisfied, the member should take exception on the inventory and/or contact the TMF for assistance (DoD 4500.9R, Chapter 401 Para D3).

2.12.3 TMF Comment:

2.13 Ensure member is informed of the importance of checking the DD Form 619 prepared by the carrier at origin for accuracy of the information (applies to military and civilian employees).

2.13.1 Never sign a blank document.

2.13.2 The member must verify the quantity, type of containers, and any accessorial services identified by the carrier on the DD Form 619. If the carrier charges for services not actually provided, it impacts the government (and the member when an excess cost situation is involved) (DoD 4500.9R, Chapter 401, Para D3).

2.13.3 New cartons must be used for clothing, linens, bedding, mattresses, and box springs. Used cartons may be used for other items but must be in good condition. All marks pertaining to a previous shipment must be obliterated (DoD 4500.9R, Appendix AZ, Para 18b).

2.13.4 If difficulties are encountered with the carrier, contact the TMF for assistance.

2.13.5 TMF Comment:

2.14 It is the member's responsibility to sign the delivery documents immediately upon delivery of property. Applies to military and civilian employees.

2.14.1 Members should fully understand the importance of annotating all discrepancies in the shipment.

2.14.2 Boxes showing exterior damage should be unpacked and examined for interior damage. Boxes containing high-value/highly pilferable items should always be opened in the presence of the carrier and the contents inventoried before the carrier is released. Make sure the carrier records missing/damaged items on all copies of the inventory and DD Form 1840. Members must sign the carrier's copy of the inventory and DD Form 1840 It's Your Move (AFJPAM 24-226).

2.14.3 TMF Comments:

2.15 Members must contact the destination TMF immediately upon arrival to give a point of contact for the ITO/TMF when property arrives. Applies to military and civilian employees.

2.15.1 Provide the member with the commercial area code and phone number as well as the DSN of the destination TMF. All numbers are in the Personal Property Consignment Instruction Guide (PPCIG), Vol. 1 and Vol. 2. These calls may be made collect.

2.15.2 Ensure the member understands failure to contact TMF immediately upon arrival could cause unnecessary storage charges and create a delay of up to 5 days or more to effect delivery. These additional storage costs can have significant impact on members in excess weight status.

2.15.3 TMF comment:

2.16 It is the member's responsibility to contact the origin and destination TMF if there is any change in orders or other factors that could effect delivery of the shipment. This applies to military and civilian employees.

2.16.1 Generally, correction of problems detected at origin will enhance the onward movement of the property. Make sure members are given the telephone numbers of the origin TMF's outbound and QC sections and the destination TMF's inbound and QC sections in the event help is needed (AFJPAM 24-226).

2.16.2 Recognizing that most TMFs do not have 24-hour coverage, members should be reminded that their own organizations may be able to assist in solving problems after normal duty hours. First sergeants/commanders often can use their influence to get problems solved promptly.

2.16.3. TMF Comment:

2.17 Extra pickup or delivery charges, when applicable:

2.17.1 A single extra pickup and/or delivery is authorized in accordance with provisions in AF Sup/JFTR, Para 2.7.5.3.1. The GBL covering such shipments must be so annotated.

NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5154-F2.

2.17.2 Ensure the member understands, failure to be at the residence when the carrier arrives for pickup or delivery can, and usually does, result in excess costs. If the absence is **NOT** beyond their control, all excess costs involved will be billed to the member.

2.17.3 TMF Comment:

2.18 Explain the procedure to designate an agent to release property or accept property in absence of the member and use of power of attorney or informal letter of authority: applies to military and civilian employees.

2.18.1 When a shipment is requested by persons other than the member, a general power of attorney, limited power of attorney, or informal letter of authority is required (DoD 4500.9R, Chapter 401, Para H.3b).

2.18.2 Dependents of members assigned to/from overseas may apply for shipment without the member's power of attorney or letter of authorization if the shipment is to the

member's new duty station or to nontemporary storage. If the shipment is to any other point, the member's power of attorney or letter of authority is required (DoD 4500.9R, Chapter 401, Para H.3.C1).

2.19 Explain what documentation is given to members during the move and its importance to them (applies to military and civilian employees).

2.19.1 Explain the importance of keeping copies of documentation in the member's possession; e.g., DD Form 1299, DD Form 1797, Carrier's Inventory, DD Form 619/619-1, DD Form 1840/1840R, and GBL. These papers are the member's record of counseling as well as the member's record of shipping data (DoD 4500.9R, Chapter 401, Para D-3p). It is important the member understands these documents will be needed in the future, especially if there is a loss and damage claim or if the member exceeds the authorized entitlements.

2.19.2 TMF comment:

2.20 Thoroughly cover the member's responsibility to complete and turn in quality control forms/surveys: applies to military and civilian employees.

2.20.1 This block of the counseling worksheet was designed to brief the member on the Customer Satisfaction Report. The CSR will be very important under the new Families First Program. The member should be briefed to ensure all problems encountered during the move are brought to the attention of the local TMF.

2.20.2 TMF Comment:

2.21 Members are responsible for ensuring personal property items are free of soil and pest infestation. It is highly important that all customs restrictions/prohibitions be thoroughly briefed and required customs documentation prepared and processed in accordance with DoD and host country requirements. Applies to military and civilian employees.

2.21.1 Check the PPCIG to determine the country/state unique requirements and Gypsy Moth low/high risk areas.

2.21.2 Counselors must thoroughly check the PPCIG to determine unique host country restrictions and customs requirements and counsel members accordingly. Customs form preparation, distribution, and processing requirements (when applicable) must be strictly followed to preclude unnecessary delays and hardship. Particular care must be exercised for retired members or dependents shipping personal property to overseas

areas since they must arrange their own customs clearance. Customs requirements to the United Kingdom and Turkey are strictly enforced (PPCIG, Vol. II).

2.21.3 The member must ensure all items are ready for movement when the carrier arrives. This includes draining hot tubs and waterbeds, removing items from attics, crawl spaces, mini storages, cleaning dirty items, etc. **NOTE:** Per the Domestic Personal Property Rate Solicitation, the carrier may refuse to remove property located in mini storage lots without additional payment. The carriers are **ONLY** required to pickup/deliver at the door, platform or other area accessible to the vehicle (DoD 4500.9R, Chapter 401 D-3d).

2.21.4 TMF Comment:

PART II - UNACCOMPANIED BAGGAGE (UB)

NOTE: This chapter corresponds with DD Form 1797, Part II.

3. Included as a part of HHG weight allowance when shipped at government expense:

3.1 Ensure the member understands although unaccompanied baggage (UB) may be shipped separately from household goods, it is still chargeable against the member's total JFTR weight allowance (JFTR, Vol. 1, Para U5310-A6). **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5160-B.**

3.1.2 UB can be and usually is shipped via an expedited mode. It is **VERY EXPENSIVE** when shipped by air, and can result in significant excess cost when weight allowances are exceeded (JFTR Vol. 1, Para U5320-B). **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5160-B, AND AF SUP/JTR, PART 6, CHAPTER 11.**

3.1.3 Because of the premium cost of unaccompanied baggage, TMFs should set up a procedure to obtain weights and notify members of potential excess cost. Members will be afforded the opportunity to change to surface modes (AF Sup/JFTR Vol. 1, Para 11.2.3). **NOTE:** This also applies to members authorized TP-2 Inter Theater movement of household goods.

3.1.4 TMF Comment:

3.2 Weight allowances: Member: _____ Dependents: _____

3.2.1 The UB allowances for Air Force members vary depending on: rank, tour status (accompanied/unaccompanied), PCS/TDY, CONUS/overseas, and marital or dependent status (AF Sup/JFTR, Attachment 3, Table A3.1).

3.2.2 Ensure members assigned to or from overseas areas on unaccompanied tours understand the option to ship 10 percent of their full JFTR weight allowance by surface in lieu of the of the UB shipment. Ten percent may also be shipped via airlift to or from a designated hardlift area (AF Sup/JFTR, Attachment 3, Table A3.1, Note 1). Split shipments (part by air, part by surface) are not authorized. All documentation should be annotated to reflect the member's selection (AF Sup/JFTR, Attachment 3, Table A3.1, Note 1)

3.2.3 Dependent UB allowance for PCS:

3.2.3.1 All dependents 12 years of age and over are authorized 350 pounds of UB (AF Sup/JFTR, Attachment 3, Table A3.1).

3.2.3.2 All dependents under 12 years of age are authorized 175 pounds of UB (AF Sup/JFTR, Attachment 3, Table A3.1).

3.2.4 Dependent UB allowance for purpose of attending school:

3.2.4.1 Dormitory - 350 pounds. (JFTR, Vol. 1, Para U5243-A6)

3.2.4.2 College - 350 pounds. (JFTR, Vol. 1, Para U5243-A6)

3.2.4.3 Secondary - 350 pounds. (JFTR, Vol. 1, Para U5243-A6)

3.2.5 For civilian employees see JTR Vol. 2, Para C2304, C2305, C2306, C2309, and C2310.

3.2.6 TMF Comment:

3.3 What can be shipped as unaccompanied baggage? (Applies to military and civilian employees)

3.3.1 Those items needed for temporary living quarters; no major furnishings. **NOTE: FOR CIVILIAN EMPLOYEES SEE JTR VOL. 2, APPENDIX A.**

3.3.2 TMF Comment:

3.4 Explain pickup and delivery dates apply to military and civilian employees.

3.4.1. Established so as to arrive at destination within 5 days of the member's or dependent's arrival, while permitting the most efficient traffic management (AF Sup/JFTR, Para 2.4.2.1).

3.4.2 TMF Comment:

3.5 Instruct the member to put a copy of special orders in each container just before closing it (applies to military and civilian employees).

3.5.1 It is very important members understand the orders are the only method of revealing ownership and proper destination when labels or packing lists are removed or damaged in transit.

3.5.2 TMF Comment:

3.6. How and by whom shipped:

3.6.1 The method/mode of shipment is determined by the member's requirements and destination. The normal mode prescribed for unaccompanied baggage overseas is airlift. Separate shipments of unaccompanied baggage to hardlift areas are not authorized for dependents or for members authorized concurrent travel of dependents except when separate shipment is required due to host country restrictions. (Consult Personal Property Consignment Instructions Guide Worldwide, Vol. II). (AF Sup /JFTR, Para 2.4.1.2)

3.6.2 Between points within CONUS, unaccompanied baggage will normally be included with the member's household goods. In these cases, the items should be identified on the inventory at origin as "designated items for extra delivery", and loaded by the carrier to allow easy access at destination. An extra delivery is not authorized at government expense for civilians. A separate shipment may be made by an expedited mode when the transit time of the household goods shipment will not meet the member's needs. (AF Sup/JFTR, Para 2.4.2.3)

3.6.3 NOTE: FOR CIVILIAN EMPLOYEES, SEE AF SUP/JTR, PART 2, CHAPTER 12.

3.6.4 TMF Comment:

3.7 Brief on items of extraordinary value:

3.7.1 Members should be advised to hand carry valuable items such as cameras, jewelry, money, and items subject to pilferage when shipped or stored. To assist in recovery of stolen items, members should etch an identification number on stereo equipment, computers, etc (AF Sup/JFTR, Para 2.5.3.1.4.).

3.7.2 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5165-E.

3.7.3 TMF Comment:

3.8 Whom to contact in the event of loss or damage.

3.8.1 Contact the TMF and Base Claims Office.

3.8.2 Members should contact the TMF immediately upon discovery of additional loss or damage not annotated on the carrier's documents (DD Form 1840 or carrier's inventory).

3.8.3 To ensure carriers remain liable; damage not noted at the time of delivery must be reported within 70 days of delivery. This is accomplished by completing the DD Form 1840R and turning it in to the claims office within the 70 day time limitation. (DoD 4500.9R, Chapter 401, Para D-3(q))

3.8.4 TMF Comment:

3.9 Brief the importance of keeping personal property move papers. Applies to military and civilian employees.

3.9.1 Explain the importance of keeping copies of documentation in the member's possession; e.g., DD Form 1299, DD Form 1797, Carrier's Inventory, DD Form 619/619-1, DD Form 1840/1840R and GBL. Explain these are the member's record of counseling and the member's record of shipping data (DoD 4500.9R, Chapter 401, Para D3(p)). It's important the member understand these documents will be needed in the future, especially if there is a loss and damage claim or if the member exceeds the prescribed weight allowance.

3.9.2 TMF Comment:

3.10 Counsel members on their responsibility to complete and turn in quality control form (applies to military and civilian employees):

3.10.1 This block of the counseling worksheet was designed to brief members on the Customer Satisfaction Report. The member should be briefed to ensure all problems encountered during the move are brought to the attention of the local TMF.

3.10.2 TMF Comment:

3.11 Brief the member's responsibility to reimburse the government for any excess costs incurred by these shipments (JFTR Vol. 1, Para U5340 and AF Sup/JFTR, Para 2.7).

3.11.1 Ensure the member understands that by signing the DD Form 1299, they are agreeing to the terms printed on the back of the form, including the agreement to pay all excess costs occasioned by the shipment (s).

3.11.2 The TMF is responsible for collecting all known excess costs prior to releasing the shipment from origin for members separating in a non-pay status. Once property has reached the proper destination, it cannot be held ransom for payment of excess costs. Every attempt should be made to collect excess cost prior to delivery. However, when this isn't possible, the destination TMF will issue a GBL correction notice indicating excess charges were not collected and a paying officer review is required. JPPSO-SAT/ECAF will then initiate Out-of-Service collection action (AF Sup/JFTR, Para 11.3).

3.11.3 Whenever there are multiple shipments, any excess cost will be computed on the shipment, which results in the least cost to the member (JFTR Vol. 1, U5340-B2 and AF Sup/JFTR, Para 11.1.4).

3.11.4 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5154-F AND AF SUP/JTR, PART 2, CHAPTER 12, PARA 12.6.1).

3.11.5 TMF Comment:

3.12 Unauthorized items and disposal of useless items:

3.12.1 Advise members to review the items to be shipped and dispose of those items that are unwanted or unnecessary. Members often ship unwanted/unneeded items, increasing the cost of the move. This can present further problems for the member if the shipment is overweight. Excess cost rebuttals often contain member comments such as “if I had known it was going to cost so much I wouldn’t have shipped all that old stuff I didn’t need”.

3.12.2 In general, members may ship as personal property those items from their household, which are not specifically prohibited by commodity, name, or category (JFTR, Vol. 1, Appendix A and DoD 4500.9R, Appendix I).

3.12.3 If it is determined at origin the member has unauthorized items in the personal property shipment; they will be advised to remove them. If unauthorized items are discovered at destination, the unauthorized items will be weighed and the member will be required to reimburse the government for all shipping costs related to the unauthorized items (JFTR Vol. 1, Para U5340-D).

3.12.4 Check JFTR, Vol. 1, Appendix A, and DoD 4500.9R, Appendix I, for items restricted or prohibited from shipment as household goods.

3.12.6 TMF Comment:

3.13 Professional books, papers, and equipment (PBP&E):

3.13.1 AF Sup/JFTR, Attachment 8, provides clear guidance for the declaration and shipment of PBP&E. The definition of PBP&E is in the JFTR, Appendix A. It is vitally important for members to understand declaration and the intent to ship PBP&E.

3.13.2 After-the-Fact verification of PBP&E can only be accepted when a review of the member’s case file contains documented intent to declare PBP&E. Documented intent

includes a requirement the PBP&E was separately identified, marked, and inventoried during the move in question. When a member declares PBP&E, but fails to have the TSP record and weigh the items credit may be given if the TMF documents the items and weight upon delivery. Verification must be at the time of, or immediately after delivery and prior to unpacking of the PBP&E. This process is only to give credit to those cases that obviously completed all actions of declaration except that the TSP failed to annotate the GBL/BL. TMF can use actual weight or construct of 40 pounds per cubic foot. Refer questionable cases to the MAJCOM.

3.13.3 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5154-C, AND AF SUP/JTR, CHAPTER 12, PARA 12.7.

3.13.4 TMF Comment:

3.14 Member's responsibility to contact the destination TMF immediately upon arrival to provide a point of contact for the ITO/TMF when property arrives (applies to military and civilian employees) (DoD 4500.9R, Chapter 401, Para D3 (h)).

3.14.1 Provide the member with the commercial area code and phone number as well as the DSN of the destination TMF. All numbers are in the PPCIG, Vol. I and Vol. II. The member may place these calls collect, if desired.

3.14.2 Ensure the member understands failure to contact TMF immediately upon arrival could cause unnecessary storage charges and create a delay of up to 5 days or more to effect delivery. These additional storage costs can have significant impact on members in excess weight status.

3.14.3 TMF Comment:

3.15 Procedure to designate agent to release property or accept property in absence of member and use of power of attorney or informal letter of authority (applies to military and civilian employees):

3.15.1 When a shipment is requested by persons other than the member, a general power of attorney, a limited power of attorney, or informal letter of authority is required (DoD 4500-9R, Chapter 401, Para H3 (b)).

3.15.2 Dependents of members assigned to/from overseas may apply for shipment without the member's power of attorney or letter of authorization if the shipment is to the member's new duty station. If the shipment is to any other point, the member's power of attorney or letter of authority is required (DoD 4500.9R, Chapter 401, Para H3 (c) (1)).

3.15.3 TMF Comment:

PART III - NONTEMPORARY STORAGE (NTS)

NOTE: This chapter corresponds to DD Form 1797, Part III.

4. Entitlements under this order, special services, etc:

4.1 Nontemporary Storage is:

4.1.1 Authorized incident to provisions in JFTR Vol. 1, Para U5380.

4.1.1.2 Authorized in connection with occupancy of on base housing when assigned quarters will not accommodate all items of furniture. This provision is subject to the specific approval of the local Housing Office (JFTR, Vol. 1, Para U5380-G1 and AF Sup/JFTR, Para 5.2.5.1.1).

4.1.2 NTS as an alternative to shipment is authorized incident to JFTR Vol. 1, Para U5380-C. Please reference AF Sup/JFTR, Para 5.2.3.

4.1.3 Withdrawal of HHG from NTS as an alternative to continued storage. Entitlement applies only to LOCAL DRAYAGE or delivery within maximum geographical limits of the basic ordering agreement (JFTR Vol. 1, Para U5380-F).

4.1.4 Upon separation (without entitlement to severance or separation pay), NTS entitlement commences on the date of issuance of orders and terminates at the expiration of the 180th day from the date of termination of active duty (JFTR Vol. 1, Para U5360-B1 and U5380-K1).

4.1.5 Upon retirement or separation (with severance or separation pay), NTS entitlement commences on the date of issuance of orders and terminates one year following the termination of active duty (JFTR Vol. 1, Para U5380-K2).

4.1.6 Members ordered TDY or deployed for 90 days or more (not in connection with a PCS shipment) are entitled to storage of household goods. The local TMF is the approval authority in these cases (MAJCOM has disapproval authority). Storage at government expense will terminate not later than 90 days after completion of the TDY or deployment, unless the MAJCOM director of transportation approves additional storage (not to exceed an additional 90 days), (JFTR Vol. 1, Para U4770-B2 and AF Sup/JFTR, Para 1.7.2.).

4.1.7 **NOTE: For civilian employees, see JTR Vol. 2, Para C5195 and AF Sup/JTR, Part E, Chapter 12, Para 12.10).**

4.1.8 TMF Comment:

4.2 Included as a part of HHG weight allowance when storage at government expense:

4.2.1 It's very important members understand property placed in NTS is chargeable against their total PCS weight allowance (JFTR Vol. 1, Para U5380-A).

4.2.2 **NOTE: For civilian employees, see JTR, Para C5195 and AF Sup/JTR, Part E, Chapter 12, Para 12.10).**

4.2.3 TMF Comment:

4.3 Where is the NTS stored and for how long?

4.3.1 NTS will be in an approved commercial or government storage facility, whichever is nearest to the place where the HHGs are located on the date of issuance of member's PCS orders. The TMF or representative will determine which facility is more economical to the government. If a member is retiring or separating at an overseas station and selects a home in the overseas area, NTS is authorized at government or commercial facilities in the vicinity of the overseas duty station when such facilities are available (JFTR Vol. 1, Para U5380-B1, and AF Sup/JFTR, Para 5.2.1). Time limits for NTS are located in JFTR Vol. 1, Para U5380-L.

4.3.2 When NTS is authorized incident to a PCS, retirement, or separation from a duty station overseas, the property will normally be returned to the CONUS for NTS (AF Sup/JFTR, Para 5.2). **NOTE:** TMFs should ensure the member is provided the address and telephone numbers of the storage firm.

4.3.3 Military members should be counseled to keep the TMF advised of assignment status changes, especially tour extensions, which affect their entitlement to NTS. Members extending overseas must provide copies of their tour extension approval to the TMF responsible for the NTS lot.

4.3.4 Civilian members should be counseled to coordinate with their personnel office to ensure a new fund cite is provided to the storing transportation office at the beginning of each fiscal year (JTR Vol. 2, Para C5195-B.4.b).

NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5195

4.3.5 TMF Comment:

4.4 Pickup Date: As requested by the member (applies to military and civilian employees). Be sure to remind the member of excess cost associated with attempted pick up charges.

4.4.1 TMF Comments:

4.5 Appliance Servicing:

4.5.1 Member must ensure appliances are drained and all moisture removed to preclude mildew or rusting under long-term storage conditions (applies to military and civilian employees). The storage contractor shall also take necessary precautions to protect the interior parts of refrigerators, freezers, and similar items to prevent damage by mold or mildew during the storage period (AFJPAM 24-226, Para 3-2, DoD 4500.9R, Appendix AZ, Para 19k).

4.5.2 TMF Comment:

4.6 Checking inventory at time of pickup (applies to military and civilian employees):

4.6.1 Advise member to keep a legible copy of the inventory in a safe place. When property is released from nontemporary storage, another inventory, cross-referencing the original, will be prepared. The original inventory will be needed to ensure all property placed into nontemporary storage is received. Again, emphasize the PBP&E aspect, if applicable, so line items are clearly marked regardless of inventory reference numbers.

4.6.2 TMF Comment:

4.7 What documentation is given to the member and what it's importance (applies to military and civilian employees)?

4.7.1 The member must retain a legible copy of the inventory placing HHG into storage. This is particularly important to permit identification of the NTS lot (i.e., Item 5, 10, 15) upon request for release and to perform crosscheck against line-haul carrier's inventory at destination. DD Form 1164 contains all pertinent information, including storage facility, responsible TMF and weight of property (AFJI 24-231, Para 6-3d (11)).

4.7.2 TMF Comment:

4.8 Items of extraordinary value, excess weight/cost (applies to military and civilian personnel):

4.8.1 AF Sup/JFTR, Para 2.5.3, provides guidance on storage and services authorized for extraordinary value items (U5330-E).

4.8.2 Members should be advised to hand carry valuable items such as cameras, jewelry, money, and items subject to pilferage when shipped or stored.

4.8.3 To assist in recovery of stolen items, member should etch an identification number on stereo equipment, computers, etc.

4.8.4 TMF Comment:

4.9 Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s):

4.9.1 Please note, AF Sup/JFTR, Para 2.7.1.4, contains specific requirements the TMF must meet when counseling members on potential excess cost for NTS shipments. You must be familiar with these requirements.

4.9.2 Members placing personal property into NTS under JFTR Vol. 1, Para U5360-B and U5365-C, should be reminded that temporary storage will normally not be authorized in connection with the final shipment of their property. Exceptions are contained in JFTR U-5360-B2 and U5365-C4.

4.9.3 Ensure the member understands by signing the DD Form 1299 they are agreeing to the terms printed on the back of the form, including the agreement to pay all excess costs occasioned by the shipment (s).

4.9.4 The TMF is responsible for collecting all known excess costs prior to releasing the shipment from origin for members separating in a non-pay status. Once property has reached the proper destination, it cannot be held for ransom for payment of excess costs. Every attempt should be made to collect excess cost prior to delivery, however, when this is not possible, the destination TMF will issue a GBL correction notice indicating excess charges were not collected and a paying officer review is required. JPPSO-SAT/ECAF will initiate Out-of-Service collection action (JFTR Vol. 1, Para U5340-B2 and AF Sup/JFTR, Para 11.3.2 and 11.3.6).

4.9.5 Whenever there are multiple shipments, any excess cost will be computed on the shipment which results in the least cost to the member (AF Sup/JFTR, Para 11.1.4.).

4.9.6 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5195.

4.9.7 TMF Comments:

4.10 Unauthorized items and disposal of unnecessary items:

4.10.1 Advise members to review the items to be stored and dispose of unwanted or unnecessary items. Members often store unwanted/unneeded items, unnecessarily

increasing the cost of the move. This can present further problems for the member if the shipment is overweight. Excess cost rebuttals often contain member comments such as “if I had known it was going to cost so much I wouldn’t have shipped/stored all that old stuff I didn’t need” (AFJPAM 24-226, Para 3-2).

4.10.2 In general, members may store as personal property those items from their household which are not specifically prohibited by commodity, name, or category (JFTR Vol. 1, Para U5340-D).

4.10.3 If it’s determined at origin there are unauthorized items in the storage lot, the member will be advised to remove them. If unauthorized items are discovered at destination the unauthorized items will be weighed, and the member will be required to reimburse the government for all shipping costs related to the unauthorized items (JFTR U5340-D and AF Sup/JFTR, Para 2.7.4).

4.10.4 Check JFTR, Vol. 1, Appendix A and DoD 4500.9R, Appendix I, for items restricted or prohibited from shipment/storage as household goods.

4.10.5 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR, VOL. 2, PARA C5195 AND APPENDIX A.

4.10.6 TMF Comments:

4.11 Professional books, papers, and equipment (PBP&E):

4.11.1 Nontemporary storage of PBP&E is authorized when “the PBP&E is not required at the member’s next PDS, but the member retains the AFSC”. Applies to military only (AF Sup/JFTR, Para 2.1.4.1.).

4.11.2 Nontemporary storage of PBP&E is authorized for separating and retiring members. Applies to military only (JFTR Vol. 1, Para U5310-C).

4.11.3 You must stress the importance of properly declaring and documenting PBP&E throughout the move. Failure to follow the PBP&E rules usually results in additional excess cost when overweight shipments are involved (AF Sup/JFTR, Para 2.1.4.2. and Attachment 8 for specific guidance).

4.11.4 The member is ultimately responsible to ensure the inventory is correct and PBP&E is identified. The TMF should ensure the carrier has properly annotated the GBL and DD Form 619.

4.11.5 If it is not practical for the carrier to weigh the PBP&E at time of pickup, a constructive weight of 40 pounds per cubic foot per inventory item may be used. The carrier must indicate on the inventory the cubic size of each carton if the constructive weight is to be allowed. Items not qualifying as PBP&E, e.g., furniture, filing cabinets, bookshelves, etc., will not be given a PBP&E weight credit (AF Sup/JFTR, Para 2.1.4.2.4.).

4.11.6 If the carrier fails to properly identify PBP&E during pickup, members may request the TMF at destination inspect the shipment upon delivery and verify the existence and weight of the PBP&E (AF Sup/JFTR, Para 2.1.4.2.5. and Attachment 8).

4.11.7 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5154-C, C5170-D, AND AF SUP/JTR, PARA 12.7.

4.11.8 TMF Comment:

4.12 It's the member's responsibility to contact the destination TMF immediately upon arrival to give a point of contact for TMF when property arrives (applies to military and civilian employees).

4.12.1 Provide the member with the commercial area code and phone number as well as DSN of the destination TMF. All numbers are in the Personal Property Consignment Instruction Guide (PPCIG), Vol. I, and Vol. II.

4.12.2 Ensure the member understands failure to contact TMF immediately upon arrival could cause unnecessary storage charges and create a delay of up to 5 days or more to effect delivery. These additional storage costs can have significant impact on members in excess weight status.

4.12.3 TMF Comment:

4.13 Procedure to designate an agent to release property or accept property in the absence of the member and use of power of attorney or informal letter of authority (applies to military and civilian employees):

4.13.1 When a shipment is requested by persons other than the member, a general power of attorney, a limited power of attorney, or informal letter of authority is required (DoD 4500.9R, Chapter 401, Para H3).

4.13.2 Dependents of members assigned to/from overseas may apply for shipment without the member's power of attorney or letter of authorization if the shipment is to the member's new duty station or nontemporary storage. If the shipment is to any other point, the member's power of attorney or letter of authority is required (DoD 4500.9R, Chapter 401, Para H-3 (c)1).

4.13.3 TMF Comment:

PART IV - HOUSE TRAILERS/MOBILE HOMES (MH)

NOTE: This chapter corresponds to DD Form 1797, Part IV.

It's important that you be well prepared when counseling your customers on mobile home shipment entitlements and procedures. Mobile home shipments usually involve excess costs, and these costs are often extremely high. The procedures for shipment are contained in DoD 4500.9R, Chapter 407, and AFJPAM 24-225. Review DoD 4500.9R, Chapter 407, for specific counseling instructions. **PLEASE NOTE:** Military and civilian mobile home entitlements are very different. Using **MILITARY** mobile home entitlements to counsel **CIVILIANS** always results in excess costs to the employee. Further, these costs cannot be rebutted or remitted. You must ensure you are counseling on the proper entitlements.

5. Entitlements under this order, limitations, possible costs:

5.1.1 Members entitled to shipment of household goods may ship a mobile home provided: (1) it is acquired on or before the effective date of the PCS orders, (2) it is intended for use as a residence by the member or member's dependents, and (3) it has been placed in a fit travel condition. Note that all three conditions must exist for members to be eligible to ship their mobile home. No entitlement exists if member fails one of these qualifying criteria (JFTR Vol. 1, Para U5500 and U5502).

5.1.2 A member may transport a mobile home at personal expense or make arrangements for movement with a commercial transporter for movement of the mobile home at personal expense. Reimbursement will be limited to a cost not to exceed what it would have cost the government to transport the member's maximum authorized weight allowance of HHG between authorized points (JFTR Vol. 1, Para U5510-B and AF Sup/JFTR, Para 7.4.1).

5.1.3 Except as provided in JFTR Vol. 1, Para U5330-F1 and U5515-G, shipment of HHG is not authorized in connection with movement of a mobile home (AF Sup/JFTR, Para 7.3.1. and 7.3.2.).

5.1.4 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5250, C5255 AND AF SUP/JTR, PARA 12.12.1.

5.1.5 TMF Comment:

5.2 Services authorized at government expense and those billed to member:

5.2.1 The decision by a member to move or not move a mobile home often hinges on out-of-pocket expenses they may incur as a result of the move. Counselors have a unique opportunity to help the member in this decision. By researching the specific estimated costs for the movement of the customer's mobile home as accurately and practicable as possible, the counselor can advise the member of expected excess costs.

Nearly every mobile home shipment incurs some degree of excess costs. In fact, the average excess cost bill in recent years was nearly \$1,400 per mobile home, but some have incurred costs up to \$14,000 for a single move. The average repair cost (a cost not allowed) when needed was nearly \$1,000; one mobile home had to have more than \$6000 in repairs. See JFTR Vol. 1, Para U5505 D & E, for a listing of authorized and unauthorized costs for military mobile home moves. Civilian mobile home unauthorized costs are contained in JTR Vol. 2, Para C5285.

5.2.2 Although these items are also specifically defined in AFJPAM 24-225 (Movement of Mobile Homes), a major source of misunderstanding is the authorization of en route repairs/services. Explain that although either the member or TMF may approve these services, if they are not an allowable cost the member will be billed for excess costs.

5.2.3 NOTE: FOR CIVILIAN EMPLOYEES SEE JTR VOL. 2, PARA C5285-B.3

5.2.4 TMF Comment:

5.3 Responsibility of member to get mobile home ready for movement:

5.3.1 The design and construction of a mobile home allows for the weight of all fixed service equipment, built-in equipment, appliances and furniture, with a slight margin for personal effects. The mobile home will be considered unsafe for movement if the manufacturer's recommended gross weight is exceeded. Members must be thoroughly counseled on their responsibility to determine and identify weight in excess of manufacturer's recommended gross trailer weight to TMF and carrier representatives (JFTR Vol. 1, Para U5515-G, AF Sup/JFTR, Para 2.5.4, AFJPAM 24-225, DoD 4500.9R, Chapter 407, Para F9).

5.3.2 Items, which are removed from the mobile home in order to meet safety requirements, may be transported to destination at government expense. When computing the member's authorized cost for mobile home movement, the cost of transporting articles removed from the mobile home to meet safety requirements will be deducted from the total amount of what it would have cost the government to ship the member's maximum weight allowance of HHG. **NOTE:** Civilian employees are not authorized a separate shipment of household goods. Transportation of a mobile home is only authorized in lieu of HHGS (JTR Vol. 2, Para C5285-B and AF Sup/JTR, Para 12.12.1).

5.3.3 At the time of counseling, give the member a copy of AFJPAM 24-225, Guide for Movement of Mobile Home, which provides information on preparing the mobile home for movement. Review with the member the accessorial services required for preparation.

Determine which accessorial services will be performed by the member, carrier, or locally procured by TMF. Then, give the member a "working copy" of DD Form 1800, Mobile Home Inspection Record, to use as a guide/checklist in completing pre-move requirements to place the mobile home in road worthy condition. Strongly recommend

all the pre-move requirements be completed by either the member, carrier, or TMF at least 48 hours **BEFORE** pickup date. If they're not, the member should postpone pickup with the TMF until requirements can be completed. Experience has shown that most first time owners of mobile homes underestimate the time needed to ensure the mobile home is "ready to pull" and they aren't ready on the requested pick-up date. In turn, unjustified delays (from the carrier's point of view) result in driver detention or waiting time charges, which must eventually be paid by the member (AF Sup/JFTR, Para 7.1.2 and AFJPAM 24-225).

5.3.4 Mobile Home Inspection Record (DD Form 1800) will be jointly accomplished by the TMF inspector, carrier representative, and member to assure the trailer is properly prepared and certified to be road worthy.

5.3.5 The member should be informed if the mobile home exceeds the limitations prescribed by state requirements, the DoD cannot effect movement (DoD 4500.9R, Chapter 407, Para F-10).

5.3.6 NOTE: FOR CIVILIAN EMPLOYEES SEE JTR VOL. 2, PARA C5275-B

5.3.7 TMF Comment:

5.4 Inventory of contents of trailer. Items that cannot remain in the trailer (applies to military and civilian employees):

5.4.1 DD Form 1412 (Inventory of HHG Shipped In the Mobile Home) should be accomplished in accordance with AFJPAM 24-225.

5.4.2 Concrete blocks, oil barrels, and flammable material cannot be shipped in mobile homes. Remove ammunition and personally arrange for shipment disposition. All valuables should be removed to prevent pilferage (AFJPAM 24-225).

5.4.3 TMF Comment:

5.5 Pickup and delivery dates (applies to military and civilian employees):

5.5.1 Remind the member that all pre-move requirements must be accomplished at least 48 hours prior to the scheduled pickup date. If repairs are required and the mobile home will not be ready to move on the scheduled date, the member must notify the TMF immediately to establish a new pickup date. Any detention/waiting charges resulting from neglect to properly prepare the mobile home for movement will be borne by the member (AFJPAM 24-225, DoD 4500.9R, Chapter 407, Para F (1) and (7)).

5.5.2 The member should assure space is available for the mobile home at destination or will be made available shortly thereafter.

5.5.3 The member must provide the TMF an in-transit telephone number in case major repairs are required en route.

5.5.4 The member should be counseled to contact the destination TMF immediately upon arrival to give a point of contact for delivery of the mobile home.

5.5.5 TMF Comment:

5.6 In-transit storage and probability of excess costs:

5.6.1 Temporary storage is authorized in connection with the movement of a mobile home. Members must be thoroughly counseled on the conditions prescribed in JFTR, Vol. 1, Para U5555-A. If an approved SIT facility is not available at origin or destination, coordinate with the carrier in using an approved SIT facility along the proposed route of movement. The origin TMF will serve as focal point of contact for the carrier until such time as the shipment arrives at the final destination. **DOES NOT APPLY TO CIVILIAN EMPLOYEES.**

5.6.2 Determine in advance member's requirements for SIT and availability of mobile home storage facilities. Consult SDDC Directory of SIT for Mobile Homes. When in doubt call the destination TMF.

5.6.3 Advise the member withdrawal of household goods from the mobile home in SIT is authorized. But, the member, at no expense to the government, will accomplish movement of the household goods withdrawn.

5.6.4 The member must reimburse the government for any costs not payable by the government under (JFTR, Vol. 1, Para U5505-E, and AF Sup/JFTR, Para 7.3.3).

5.6.5 Most mobile home moves involve repairs and services which are not payable by the government.

5.6.6 NOTE: FOR CIVILIAN EMPLOYEES SEE JTR, VOL. 2, PARA C5265-A AND C5270-A

5.6.7 TMF Comment:

5.7 Carrier and Government liability (applies to military and civilian employees):

5.7.1 The carrier is liable for:

5.7.1.1 A carrier is liable for the fair market value of the mobile home and its built-in equipment (AFI 51-502, Para 3.17.1).

5.7.1.2 Items transported in the mobile home up to \$250 or a greater amount shown on the GBL (AFI 51-502, Para 3.17.1).

5.7.2 Maximum limitation on government liability for a mobile home is \$40,000 (AFI 51-502, Para 2.4).

TMF Comment:

5.8 What documentation is given to the member and its importance to them (applies to military and civilian employees):

5.8.1 Explain the importance of keeping legible copies of documentation in the member's possession; e.g., DD Form 1299, DD Form 1797, DD Form 1412, Inventory of Articles Shipped in Mobile Home, DD Form 1800, Mobile Home Inspection Record, DD Form 1863, Accessorial Services Mobile home, GBL, and carrier's shipping documents including all receipts. These are the member's record of counseling as well as the member's record of shipment data.

5.8.2 **NEVER SIGN A BLANK DOCUMENT!** Members should thoroughly review all documents presented for signature and retain a copy. Particularly important is verification of labor and service receipts. All blank spaces should be lined through PRIOR to signature. Recommend the member use a check or money order when making direct payment for labor and service for which the Government is not responsible. Obtain copies of all receipts at time service is rendered to demonstrate exact nature of services rendered.

5.8.3 The member should assure entry of tire size and serial number on the DD Form 1800 at origin and perform a check at destination to verify serial number of any tires replaced or changed en route. Advise the member the carrier must provide tire carcasses as evidence to substantiate tire replacement en route. Failure of the carrier to do so should be noted on the delivery documents prior to signature at destination.

5.8.4 TMF Comment:

5.9 Responsibility to promptly submit quality control information (applies to military and civilian employees).

5.9.1 Advise the member a DD Form 1799, Member's Report on Carrier Performance - Mobile Homes, will be provided at destination by the local TMF. Emphasize the importance of providing prompt feedback on carrier performance and its potential to substantiate a loss/damage or inconvenience claim (DoD 4500.9R, Chapter 407, Para F-6).

5.9.2 Occasionally, carrier drivers fail to complete all services to which members are entitled. This often results in a crises for the member and family who must "make do" until the TMF can get the local agent to finish the job left undone by the carrier. Aside

from the inconvenience imposed on the member, the excess cost bill is increased by still more charges from the agency completing the setup. It is important the member understand the need to fully document any unsatisfactory service. This will allow the TMF to initiate proper quality control actions and may enable the government to recoup the costs for services, which are documented and paid for on the GBL, but not performed by the carrier.

5.9.3 TMF Comment:

PART V - PRIVATELY OWNED VEHICLES (POV)

NOTE: This chapter corresponds with DD Form 1797, Part V.

Counseling members concerning shipment of POVs can be very challenging. In order to prepare yourself for counseling on POV procedures, you will need to be familiar with DoD 4500.9R, Chapter 408, Para B (Responsibilities), Para C (DoD POV Import Control Program), and Para E (member's/employee's responsibilities for preparing the vehicle for shipment). You will also need to review the definitions of United States Privately Owned Vehicle (US POVs) and Foreign-Made Privately Owned Vehicles (FPOV) (JFTR Vol. 1, Appendix A, and JTR Vol. 2, Appendix A).

6 Does vehicle qualify as a POV?

6.1 Definition of a POV: (1) Vehicle owned or leased by the member or dependent, (2) is self-propelled, (3) is required to be licensed to travel on public highways, (4) has four or more wheels, (5) designed to carry passengers or property, (6) a motorcycle or moped, if the member does not ship a vehicle with four or more wheels under the same set of orders (JFTR, Vol. 1, Appendix A). Please note: If leased, the lease must be long term (at least 12 months) and the member must have written authority from the leasing company prior to shipment. All requirements stated in the lease will remain the responsibility of the member.

6.1.2 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, AND APPENDIX A.

6.1.3 TMF Comment:

6.2 Authorizations, restrictions, special host government requirements:

6.2.1 Varied and sometimes-complex restrictions such as size, weight, engine size, etc., are imposed on POVs in some overseas areas. The applicable host country POV restrictions are provided in the PPCIG Vol. II. You must review these requirements and restrictions with the member during counseling.

6.2.2 Members, regardless of grade, are authorized to ship a POV to/from/between overseas areas provided there are no military or host country restrictions and the vehicle meets the import requirements (JFTR, Vol. 1, Para U5415-B).

NOTE: CIVILIAN AUTHORIZATIONS ARE COVERED UNDER JTR VOL. 2, PARA C5208

6.2.3 On a join spouse assignment, both members may ship a POV provided all applicable criteria are met (JFTR Vol. 1, Para U5405 and AF Sup/JFTR, Para 6.1.2.).

6.2.4 Military members are not required to ship a POV each time they are authorized shipment in order to permit shipment on subsequent PCS orders. Therefore, a military member may ship a POV upon return from overseas, even though they did not ship one to the overseas area (JFTR Vol. 1, Para U5440-A and AF Sup/JFTR, Para 6.6.1).

6.2.5 When a member (without regard to pay grade) on active duty inside or outside the U.S. is officially reported as dead, injured, ill, or absent for a period of 29 days in a missing status, a POV may be shipped at government expense, including overland transportation for shipments originating either within or outside the U.S., when required, to home of record, or the residence of the dependents, next of kin, or other person entitled to receive custody of the POV. In cases where members are reported injured or ill, the allowances are authorized only when supported by a statement of prolonged hospitalization or treatment by the commanding officer at the receiving hospital. Special orders are not required to ship a member's POV under these provisions. Statements of prolonged hospitalization with appropriate fund cite obtained from the local FSO may be used to effect shipment. Expeditious actions to exercise this entitlement are essential by all concerned parties prior to change in member's status (JFTR Vol. 1, Para U5455-E).

NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR, VOL. 2, PARA C5208

6.2.6 JFTR Vol. 1, Para U5445-E, is not applicable to members transferred to a hospital or separated/retired under the provisions of JFTR, Vol. 1, Para U5345-F, U5360-A or U5365-A.

6.2.7 Shipment of POVs between stations within the CONUS: A member who is ordered PCS between permanent duty stations within the CONUS and who is unable to drive the POV may be provided transportation of the POV. In order to qualify for transportation of the POV, the member must either be physically unable to drive a POV or there must be insufficient time for the member to drive and report to the new PDS as ordered. The member must provide documentation (i.e., letter from a doctor, or letter from MPF as appropriate) substantiating the request. The TMF is the approval authority for these requests (JFTR Vol. 1, Para U5414-C and AF Sup/JFTR, Para 6.3.2.).

6.2.8 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR, VOL. 2, PARA C6554

6.2.9 TMF Comment:

6.3 Applicable ports of embarkation and debarkation, alternates if needed (applies to military and civilian employees):

6.3.1. The primary and alternate ports authorized for shipments of POVs to and from overseas are provided in DoD 4500.9R, Appendix BD, Part I and II.

6.3.2 Request for POV shipment out of a primary port will be initiated at the port (application will be processed at the time of delivery of vehicle). HQ SDDC published specific port procedures and directions for each POV processing port. You should have these brochures on hand and provide them to each customer well in advance of their departure to deliver the POV to the port.

6.3.3 If the member is requesting an alternate port overseas, it must be located in the same country as the designated port. If the desired alternate port is in a different

country than the designated country, then HQ USAF/ILGT approval is required. Request procedures for Secretary of the Air Force approval are contained in (JFTR Vol. 1, Para U5435-B and AF Sup/JFTR, Para 6.5.2.1).

6.3.4 Prior approval of a member's/employee's request for a POV to be shipped to/from an alternate port/Vehicle Processing Center (VPC) is required from the TMF (when advised by the member/employee during the counseling session) prior to turn-in at the alternate port/VPC. The member/employee reimburses the Government for any excess cost involved (DoD 4500.9R, Chapter 408, Para D-4).

6.3.5 POV shipments from other than the primary or alternate port within the CONUS require advance approval in writing from the appropriate port/VPC. Advise the member of any probable delays due to infrequent sailings to other than primary or alternate port. Shipment from other than a primary or alternate port is subject to excess cost. Excess cost will be collected at the port in advance of the shipment (AF Sup/JFTR, Para 6.5.2.2.).

6.3.6 TMF Comment:

6.4 Preparation of POV prior to delivery to the port:

6.4.1 There are several requirements the member must meet when preparing to turn the POV in for shipment. These are outlined in DoD 4500.9R, Chapter 408. The most important of these are: (1) ensuring the POV is in safe operating condition and has a valid state vehicle inspection sticker (if required), (2) ensuring the radiator contains anti-freeze testing to -20 degrees Fahrenheit (or colder if needed), (3) ensure the vehicle contains a minimum amount of fuel (less than 1/4 tank), (4) ensure all exterior surfaces and the under carriage of the vehicle are clean and free of soil and foreign matter (Dodd 4500.9R, Chapter 408, Para E).

6.4.2 The member must be thoroughly counseled on all requirements of DoD POV Import Control Program (DoD 4500.9R, Chapter, Para C).

6.4.3 TMF Comment:

6.5 Application and other documents required, power of attorney if required (applies to military and civilian employees):

6.5.1 The EPA has changed its vehicle import program to eliminate the need for DoD Catalyst Control Program, due to the rapidly growing availability of unleaded gasoline worldwide and diminishing impact on air quality by U.S. version vehicles driven overseas. EPA no longer requires plumbtismo testing, or requires DoD follow-up with service members to ensure catalyst systems are re-installed or replaced. Refer to these websites for additional information: <http://www.nhtsa.gov/cars/rules/import>;

<http://www.customs.ustreas.gov/top/sitemap.htm> and <http://www.SDDC.army.mil>. (DoD 4500.9R, Chapter 408, Para C).

6.5.2 DD Form 788 (POV Shipping Document) is used to document the condition of the vehicle at the time it is turned over to the port for shipment and to document any loss or damage that occurs during shipment. The DD Form 788 comes in three variations, DD Form 788 (automobiles), DD Form 788-1 (vans), and DD Form 788-2 (motorcycles). (DoD 4500.9R, Chapter 408, Para A and AFI 51-502, Para 2.49.3).

6.5.3 Documentation granting approval to ship through an alternate port or other than primary or alternate port must be in the member's possession prior to turn-in of the POV.

6.5.4 TMF Comment:

6.6 Excess costs, when applicable - oversize/excess distance/alternate port/multiple vehicles:

6.6.1 Other than for medical reasons, the maximum size POV that can be shipped at government expense is 20 measurement tons (MT). (MT = length X width X height (in feet) divided by 40). The member will be required to pay excess cost occasioned by exceeding the size limitation. Excess cost for members not remaining in a pay status will be collected at the port at the time of turn in (JFTR, Vol. 1, Para U5415-C and AF Sup/JFTR, Para 6.4.2.5).

6.6.2 NOTE: The Military Personnel Flight (MPF) is the approval authority for members who may be authorized shipment of an oversized POV for medical reasons (JFTR Vol. 1, Para U5415-C and AF Sup/JFTR, Para 6.4.2).

6.6.3 Excess distance: Members who elect and receive approval to use a port other than the primary or alternate port will be subject to any excess cost. Such excess cost will be collected in advance of the shipment at the port (JFTR Vol. 1, Para U5435-B1 and AF Sup/JFTR, Para 6.5.2.2).

6.6.4 NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR VOL. 2, PARA C5204

6.6.5 TMF Comment:

6.7 Checking inventory of items left in the POV, origin and destination (applies to military and civilian employees):

6.7.1. Only those items absolutely needed for the trip to/from the port may be placed in the POV for shipment. Recommended and restricted articles are prescribed in DoD 4500.9R, Chapter 408, Para E-3.

6.7.2 Explain to the member that all items left in the vehicle should be annotated on DD Form 788 and thoroughly checked upon receipt at destination.

6.7.3 TMF Comment:

6.8 Secure lien holder's permission if required (applies to military and civilian employees):

6.8.1 Members requesting shipment of a leased vehicle must provide written authority from the leasing company in order to have the vehicle shipped. The member remains liable to the lease company for meeting all terms of the lease. The member will be responsible for shipping the vehicle back to the CONUS via commercial means if the lease term expires or is terminated prior to the member receiving new PCS orders (DoD 4500.9R, Chapter 408, Para E-2 and Shipping Your POV Pamphlet).

6.8.2 TMF Comment:

6.9 Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; temporary storage of POV at port (applies to military and civilian employees):

6.9.1 Explain the importance of providing a proper notification address. If the POV is not picked up within a reasonable amount of time (normally 45 days), it will be placed in commercial storage at member's expense (JFTR Vol. 1, Para U5460 and DoD 4500.9R, Chapter 408, Para E-10).

6.9.2 TMF Comment:

6.10 Joint inspection of POV at time of delivery and pickup (applies to military and civilian employees):

6.10.1 DD Form 788 is used to document condition of the vehicle at origin and destination. A joint inspection is conducted to protect both the member and the government. This form is used in the same manner as a household goods inventory. Each of the three variations of the DD Form 788 is illustrated with a line drawing of the type vehicle being shipped. This drawing is used at origin to identify pre-existing damage to the vehicle. Upon receipt at the destination port any damage to the vehicle is checked against the damage recorded at origin and any new damage is noted. It's then used to support the member's claim (if needed). Items left in the POV during shipment are also listed on the DD Form 788 (DoD 4500.9R, Chapter 408, Para B-2).

6.10.2 TMF Comment:

6.11 Licensing and insurance requirements of state or overseas country (applies to military and civilian employees):

6.11.1 The member is responsible for meeting all licensing and insurance requirements (Shipping Your POV Pamphlet).

6.11.2 The PPCIG provides information on unique or unusual requirements. Members should also communicate through sponsorship programs to determine existing requirements.

6.11.3 TMF Comment:

6.12 Delivery of POV to port by agent; special requirement for (applies to military and civilian employees):

6.12.1 Power of Attorney, Letter of Authorization, or other acceptable evidence of agency is required if the vehicle is delivered to the port by anyone other than the member or member's spouse (DoD 4500.9R, Chapter 408, Para E-9).

6.12.2 TMF Comment:

6.13 Time Limitations (there is no corresponding block on the DD Form 1797):

6.13.1 Overseas tour of duty in excess of 1 year: The member's POV must be delivered to the port/VPC within 90 days of the member's (or dependent's) departure from the previous PDS and the member must have a minimum of 1 year remaining on the current tour at the time the vehicle is turned in at the port/VPC (AF Sup/JFTR, Para 6.2.1).

6.13.2 If over 90 days has passed since the member's (or dependent's) departure from the previous PDS and/or less than 1 year remains on the current tour, the POV may be shipped ONLY UPON WRITTEN APPROVAL of the OCONUS installation commander. For the purpose of this entitlement, OCONUS commander authority may be delegated to the Transportation Commander or Chief of Transportation (AF Sup/JFTR, Para 6.2.1.1).

6.13.3 NOTE: The member MUST be counseled that the POV will be placed into commercial storage at personal expense if approval is denied.

6.13.4 Overseas tour of duty for less than 1 year: POV must be delivered to the port/VPC within 30 days after departure of the member from the member's last PDS (AF Sup/JFTR, Para 6.2.1.2).

6.13.5 TMF Comment:

PRIVATE OWNED VEHICLE (POV) STORAGE

6.14. POV storage is in lieu of POV shipment:

6.14.1 When the member is assigned to a foreign OCONUS PDS to which a POV shipment is not permitted to be transported (JFTR Vol. 1, Para U5464).

6.14.2 When a member is assigned temporary duty on a contingency operation for more than 30 days (JFTR Vol. 1, Para U5464).

NOTE: CIVILIAN EMPLOYEES ARE NOT AUTHORIZED POV STORAGE (EXCEPT FOR STORAGE UNDER EVACUATION) C5236.

6.14.3 TMF Comment:

6.15 Eligibility:

6.15.1 Members with a TDY start date or an effective date of PCS orders of 1 April 1997, and later, are eligible for these entitlements (JFTR Vol. 1, Para U5466).

6.15.2 TMF Comment:

6.16 Reimbursement for travel for POV delivery and/or pick-up to/from a designated storage facility:

6.16.1 POV storage includes reimbursement for the POV delivery to and pick-up from a designated storage facility. An eligible member is entitled to a round-trip transportation payment when travel for delivery/pick-up of a POV (JFTR, Vol. 1 Para U5468-B).

6.16.2 TMF Comment:

6.17 Storage Facilities Used:

6.17.1 POV Storage Options:

- a. Storage in conjunction with TDY on Contingency Operations for more than 30 days:

(1) Member may self procure the storage from commercial facilities and claim reimbursement from the government or obtain the storage from local transportation office who has POV Storage contracts or on base storage facilities.

(2) Member's reimbursement will be limited to the government costs when a local POV Storage contract exists for the storage of Contingency TDY POVs. Where no government arranged local storage exists, the member will be authorized reimbursement of actual costs. **NOTE:** The SDDC POV Storage Contract "**MAY**" but is not "**REQUIRED**" to be used for Contingency TDY POV storage-costs for this option may be prohibited.

b. Storage in conjunction with PCS to a POV prohibited area:

(1) Member may self procure the storage from commercial facilities and claim reimbursement from the government or obtain the storage through the SDDC POV Storage Contract.

(2) The SDDC POV Storage Contract is a "**REQUIREMENTS CONTRACT**", which requires that all government procured PCS POV storage be procured under that contract. Accordingly, member's self procuring their own POV storage from a commercial facility will be limited to reimbursement of the costs that would have been incurred under the SDDC POV Storage Contract.

6.17.2 Personally Procured Storage: A member may be reimbursed for storing one POV at a commercial facility. Total reimbursement for storage of a POV at a facility other than a designated storage facility shall not exceed the cost to the Government for storage at a designated facility (JFTR Vol. 1, Para U5470 B).

NOTE: Explain to members to check with TMF to find out what cost would be reimbursed prior to selecting a self procured storage facility.

6.17.3 TMF Comment:

6.18 Factors Affecting Storage of POV

6.18.1 Orders Amended, Modified, Canceled or Revoked.

6.18.2 A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS at Government expense if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV **MAY NOT** be removed from storage for shipment. The same exceptions in Para U5317 apply (JFTR Vol. 1, Para U5472-A).

6.18.3 Members making a Home of Selection to a POV restricted area are **NOT** entitled to POV storage (AF Sup/JFTR, Para 6.13).

6.18.4 Storage Before Orders Are Issued.

6.18.5 Storage of a POV is permitted before PCS orders are issued to an eligible member provided the request is supported by a written statement from the order issuing authority or their designated representative.

6.18.6 General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) **MAY NOT** be considered as advice that the orders shall be issued (JFTR Vol. 1, Para U5472-B4).

6.18.7 TMF Comment:

6.19 Excess Cost Collection:

6.19.1 Excess storage costs incurred by the Government due to the member's negligence or choice is the financial responsibility of the member (JFTR Vol. 1, U5474).

6.19.3 TMF Comment:

6.20 Continued POV Storage after Entitlement Ends:

6.20.1 A POV may remain in storage, at Government expense, for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved by the Service concerned or designated representative (JFTR Vol. 1, Para U5476-A and AF Sup/JFTR, Para 6.15).

6.20.2 A member, separated from the Service or relieved from active duty who has a POV in storage, is authorized continued POV storage until the 180th day from the active duty termination date. Storage charges, accrued on/after the 181st day are the member's financial responsibility (JFTR Vol. 1, Para U5476-B1)

6.20.3 A member, retired, placed on TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separate pay, or involuntarily separated who has a POV in storage, is authorized continued POV storage for up to 1 year from the active duty termination date. Storage charges, accrued on/after the 366th day, are the member's financial responsibility (JFTR Vol. 1, Para U5476-B2)

6.20.4 TMF Comment:

6.21. Care and Storage

6.21.1 The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member (JFTR Vol. 1, Para U5478 and AF Sup/JFTR, Para 6.10).

6.22 Advance Funds (JFTR, Para U5478).

6.22.1 Members should be advised to contact their local FSO for assistance and guidance on POV storage reimbursement procedures. Members may use their Government Travel Card to pay for the storage and then claim reimbursement through the FSO.

6.22.2 TMF Comment:

PART VI-WEAPONS AND AMMUNITION

NOTE: This chapter corresponds with DD Form 1797, part VI.

Shipment of privately owned ammunition at government expense is prohibited (JFTR Vol. 1, Appendix A and JTR Vol. 2, Appendix A).

7. Limitations and restrictions of country to which assigned:

7.1 Many countries prohibit, restrict, or require special permits and handling of privately owned firearms. Check PPCIG, Vol. II thoroughly to determine specific information and procedures (DoD 4500.9R, Part IV, Chapters 409 and DoD 4500.9R, Part V, Chapter 503).

7.1.2 Members shipping firearms to overseas locations from the CONUS should consider obtaining Customs Form 4457 (Certificate of Registration) from the nearest customs office prior to export. This form can then be used upon reentry in U.S. Customs territory to document proof of ownership in the United States (DoD 4500.9R, Chapter 409, Para E).

7.1.3 TMF Comment:

7.2. U.S. Government requirements and restrictions applicable for import (applies to military and civilian employees): This section of the DD Form 1797 applies to shipments being imported into the CONUS from overseas.

7.2.1 Review DoD 4500.9R, Part V to ensure the member's firearms are eligible for importation into U.S. customs territory.

7.2.2 TMF Comment:

7.3 Special forms and procedures, responsibilities of carriers, etc. (Applies to military and civilian employees):

7.3.1 Advise members shipping firearms to ensure the make, model, caliber/gauge, and serial number of all firearms are listed on the inventory (DoD 4500.9R, Chapter 409, Para E and Appendix AZ, Para 24j).

7.3.2 The member is responsible for obtaining any permits required for shipment (DoD 4500.9R, Part V, Chapter 503, Para B).

7.3.3 Firearms must be packed separately and placed in a position of easy accessibility in the number one shipping container (DoD 4500.9R, Part V, Chapter 503, Para D (2b)).

7.3.4 The member will complete DD Form 1252-1 for all firearms being imported into U.S. customs territory (DoD 4500.9R, Chapter 503, Para C2).

7.3.5 In all cases, it's the member's responsibility to know and comply with the firearm laws at origin and destination. This includes all licensing and permit requirements (DoD 4500.9R, Part V, Chapter 503, Para F and PPCIG).

7.3.6 The member is responsible for immediately notifying the local installation law enforcement agency upon the loss of a firearm, which occurs during shipment, and/or storage of personal property at government expense (DoD 4500.9R, Chapter 409, Para H).

7.3.7 TMF Comment:

PART VII - LIABILITY, CLAIMS, PROTECTION

NOTE: This chapter corresponds with DD Form 1797, Part VII.

8. Carrier, storage firm, and government liability for loss or damage:

8.1 Check AFI 51-502, Para 3.11, for carrier, DPM and NTS contractor liability: (1) TGBL CONUS Shipments: \$1.25 times the net weight of the shipment, (2) International Shipments: \$1.25 per pound per article, (3) GBL Motor Freight Shipments: \$.10 per pound per article to \$2.50 per pound per article, consider each shipping container as an article, (4) GBL International Air Cargo Shipment: \$9.07 per pound-liability is computed on the packed weight of each item, (5) DPM Local Moves: Full cost of satisfactory repair or current replacement value less depreciation, up to a maximum of \$1.25 per pound times the net weight of the shipment, (7) Nontemporary Storage Contractors: \$50.00 per inventory line item (lots prior to 1 Jan 97) and \$1.25 net weight (lots after 1 Jan 97).

NOTE: These amounts indicate the carrier's liability to the government (subject to change) (AFI 51-502, Para 3.11-3.11.8.1).

8.1.1 The maximum amount paid by the government on a claim, which arises as a result of a single incident, is limited for each item (jewelry = maximum of \$750.00 per item, not to exceed \$2,500.00 per claim). The maximum payable amount for a boat is \$15,000.00, except in the case of houseboats. The maximum payable amount for a houseboat is \$40,000.00, however, in order to qualify it must have been used as a residence prior to shipment. If members feel either the total shipment maximum or the item maximums are insufficient, they should consider obtaining supplemental insurance (AF Sup 1/JFTR, Para 2.5.3.2, AFI 51.501, Allowance List – Depreciation Guide, AFJPAM 24-226, Table 4-1).

8.1.2 Several options are available when choosing additional coverage for personal property shipments. Generally speaking, insurance coverage beyond the government limits is procured at member's expense (AF Sup/JFTR, Para 2.5.3.1.1).

8.1.2.1 Additional protection may be obtained on interstate shipments within the CONUS and between the CONUS and Alaska by declaring Increased Valuation (also known as Lump Sum Valuation) or Full Replacement Protection. These coverages apply to Code 1 and Code 2 shipments only. Coverage must be requested on the DD Form 1299 at the time of counseling and noted on the GBL. The member will be liable for all excess costs associated with the purchase of these additional coverages (AF Sup/JFTR Vol. 1, Para 2.5.3.2.2).

8.1.2.1.1 As noted in paragraph 8.1 above, the carrier's basic liability for these shipments is \$1.25 times the net weight of the shipment. For example: Net weight of the shipment is 10,000 pounds times \$1.25 per pound equals \$12,500.00. When filing a claim on this shipment, the member would be limited to the depreciated value of the item missing/damaged, up to a maximum of \$12,000.00 for the total claim. The carrier charges \$.64 per \$100.00 valuation for this coverage. Total costs for basic coverage for this shipment is \$80.00, all of which is paid by the government at no cost to the member. **NOTE:** For shipments between CONUS and Alaska, the cost is doubled (Domestic Rate Solicitation, Items 306, 308).

8.1.2.1.2 The member may increase carrier liability on the shipment by declaring Increased/Lump Sum Valuation (Code 1 & 2 ONLY). The member will make this selection during counseling and the carrier must document it on the GBL prior to pickup. When selecting increased valuation, the member may select either a higher lump sum or a higher dollar amount per pound. For example, if the member in the example above felt the proper coverage should be \$50,000.00, two choices would exist:

LUMP SUM: The member could declare a lump sum valuation of \$50,000.00. The cost would be computed at \$.64 per \$100.00 valuation for a total cost of \$320.00. The carrier's liability is now the depreciated value of the missing/damaged items, up to a maximum of \$50,000.00. The member's cost would be \$240.00, which would be collected by the government after the shipment is completed and the carrier has been paid for the services.

INCREASED VALUATION: The member could also declare a higher released valuation of \$5.00 times the net weight of the shipment (10,000 pounds). This would amount to a maximum of \$50,000.00 for the shipment. The costs would be computed the same as the lump sum valuation.

Due to the fact that members do not know the actual weight of the shipment prior to pickup, lump sum valuation is the best choice for ensuring shipment coverage is sufficient and the cost to the member is known prior to pickup. The cost of purchasing these coverages is doubled for shipments between CONUS and Alaska (Domestic Rate Solicitation, Items 415).

8.1.2.1.3 Many members are not satisfied with the basic coverage or increased valuation because the carrier is liable only for the depreciated value of the missing/damaged items. For these members, the best choice is Full Replacement Protection (Code 1 and 2 only). The carrier requests this coverage only if the shipment is declared at a minimum lump sum of \$21,000.00 or \$3.50 per pound whichever is greater. For a member with a 10,000-pound shipment, the carrier's liability would be satisfactory repair or replacement of missing/damaged items, without regard to depreciation, up to a maximum of \$35,000.00 (\$3.50 times 10,000 pounds). If desired, a higher amount can be requested on the GBL (Block 27 of the GBL). Member requests Full Replacement, shipment is declared at a lump sum of \$50,000.00 or \$3.50 per pound, whichever is greater. Cost for \$50,000.00 full replacement protection is \$.85 per \$100.00 valuation or \$425.00. The cost to the member (10,000-pound shipment) would be \$345.00 (\$425.00 minus the cost of basic coverage). The government would bill this cost, after the carrier is paid. For shipments between the CONUS and Alaska, the cost of this coverage is doubled (Domestic Rate Solicitation, Item 416).

8.1.3 Commercial Trip Insurance can be obtained by the member from an insurance company or directly through a carrier. This type of insurance is expensive and can only be purchased for the full value of the property (AFSup1/JFTR, Para 2.5.3.2.1).

8.1.4 All Risk Insurance can be obtained from an insurance company at an even higher cost, which covers other types of losses in addition to transportation and storage of personal property (AF Sup /JFTR, Para 2.5.3.2.3).

8.1.5 NOTE: FOR CIVILIAN EMPLOYEES, SEE AFI 51-502, PARA 2.30.

8.1.6 TMF Comment:

8.2 Carrier and Government liability for mobile homes and liability for repairs en route:

8.2.1 Carriers are liable for full market value of the mobile home and its built-in equipment up to the commercial tariff limit. Check the individual rate tender for current liabilities. For items transported in the mobile home, the carrier liability is up to \$250.00 or a greater amount, if declared on the GBL (AFI 51-502, Para 3.17).

8.2.2 Maximum government limitation on mobile homes, trailers, less depreciation, is \$40,000 or fair market value; whichever is less (AFJPAM 24-225 (AF Sup/JFTR, Para 2.5.3.2 and AFI 51-502, Allowance List – Depreciation Guide).

8.2.3 All repairs en route, with the exception of LABOR COSTS associated with repair and replacement tubes and tires, are member's responsibility (JFTR Para U5505-F1). The member needs to have a complete understanding that although the GBL may authorize \$150.00 or more (without prior approval) for repairs en route, they are ultimately responsible for all en route repairs, regardless of cost.

8.2.4 **NOTE: FOR CIVILIAN EMPLOYEES, SEE JTR, VOL. 2, PARA C5285-B.3**

8.2.5 TMF Comment:

8.3 Carrier and Government liability for POV (applies to military and civilian employees):

8.3.1 Carrier's liability varies according to mode/method of shipment. The Claims Office is the responsible agency to pursue claims against carriers.

8.3.2 The Government's maximum payment limitation is \$20,000.00 for motor vehicles damaged, destroyed, or missing during government authorized transportation (AFI 51-502, Para 2.45.1.1 and Allowance List – Depreciation Guide).

8.3.3 TMF Comment:

8.4 Limitations on Government Liability:

8.4.1 Maximum government liability per item and claim is determined by (AFI 51-502, Para 2.71 and Allowance List – Depreciation Guide).

8.4.2 TMF Comment:

8.5 Importance of documentation - accurate inventory on delivery, etc., (applies to military and civilian employees):

8.5.1 The HHG descriptive inventory is essential in proving carrier liability. It is the only evidence of the condition of items shipped at the time of pickup. The member must be counseled to watch the inventory process very closely. Pay particular attention to preexisting damage codes. If the member does not agree with any entry on the inventory, it should be brought to the attention of carrier personnel immediately. If the situation is not corrected, the member must take exception on the inventory prior to signature. This can be accomplished using the remarks section. Once the carrier and the member have signed the inventory, it is complete and serves as a record of the condition of items at pickup. In event of loss and damage, it will be used as the basis for determining the extent of damage caused by the carrier (AFI 51-502, Para 2.48.1).

8.5.2 During delivery the member will use the origin inventory to determine whether there are items missing or damaged. Damaged/missing items will be noted on the DD Form 1840.

8.5.3 If further loss or damage is discovered after delivery, the member must record it on the DD Form 1840R. This form must be turned in within 70 days after delivery. A carrier is not liable for loss or damage not identified at delivery or by written notice within 75 days of delivery (AFI 51-502, Para 3.13.4 and Personal Property Rate Solicitation, Item 307-B (1)).

8.5.4 Although not required by regulation, suggest snapshots of personal property (while in the home environment before shipment) could be supporting evidence of proof of possession in the event of loss/theft/irreparable damage. Photographic evidence of original shipping condition could enhance the veracity of a claim should the claim be otherwise disputed by the government or the carrier. Truly, a picture can be "worth a thousand words."

8.5.5 TMF Comment:

8.6 Valuation of items of extraordinary value-substantial value:

8.6.1 Members should be encouraged to hand carry valuable items such as expensive jewelry, cameras, and similar small high-value items, which are prone to pilferage when, shipped or stored. The burden is upon the member to substantiate loss and to establish the value of the lost items. Photographs and appraisals made before the loss are very helpful in determining value. Should there be any losses, there are maximum amounts per item and per claim which can be paid (AF Sup/JFTR, Para 2.5.3.1.4 and AFI 51-502, Para 2.47.2).

8.6.2 Items of extraordinary value – Those items may be transported by an expedited mode that provides satisfactory service at the best value to the Government and not be counted as unaccompanied baggage (JFTR Vol. 1, Para U5330-E).

8.6.3 Special services provided for items of extraordinary value above those annotated under carrier's tariffs or contractual provisions will be charged to the member.

8.6.4 NOTE: FOR CIVILIAN EMPLOYEES SEE JTR VOL. 2, PARA C5154-F.2

8.6.5 TMF Comment:

8.7 Who to see at destination in the event of loss or damage (applies to military and civilian employees):

8.7.1 The maximum time limit in which a member may file a claim against the Government for missing and damaged items is 2 years from the date of delivery. The member should be advised to contact the TMF and Claims Office immediately in the event of loss or damage (AFI 51-502, Para 2.17).

8.7.2 By written agreement between the military services and carrier industry, notice of loss or damage must be given within 70 days after delivery in cases where exceptions are not taken at time of delivery. This is accomplished using DD Form 1840R. Advise the member that failure to give timely notice of loss or damage will result in their claim settlement being reduced by the amount the Government cannot recover from the carrier.

8.7.3 TMF Comment:

PART VIII – PERSONALLY PROCURED MOVEMENT OF HOUSEHOLD GOODS

NOTE: This chapter corresponds with DD Form 2278, Item 7, 8, and 9.

Personal Procured Moves (PPM) offers the members and the next of kin of deceased members several benefits, including the opportunity to earn a monetary incentive. Air Force members may use the PPM program for one-way moves between points in the CONUS, OCONUS, Alaska, Mexico, or Canada, as well as local moves within or outside the CONUS. PPM should always be recommended as an option for members who feel they may be shipping more than their authorized weight allowance, and those considering the movement of a boat. The following information is presented in the same format and sequence as the counseling blocks on the DD Form 2278. **NOTE:** The PPM program is not available to civilian employees.

PPM guidance and procedures are outlined in AF Sup/JFTR Vol. 1, Attachment 14. This chapter of the counselor's handbook is intended to assist you in preparing to counsel members on their PPM entitlements. It does not contain specific procedures. As with the rest of the handbook, this chapter is not intended to replace the applicable regulations or your MAJCOM guidance.

9. Option of GBL (Van) and/or PPM move or nontemporary storage:

9.1 PCS - The member has the option of making a GBL move, PPM, local contract move, placing property in nontemporary storage, or making a combination of two or more of these moves.

9.2 Local Move - local moves may be made under the PPM program either within or outside the CONUS.

9.3 Split shipments consisting of coded shipments in addition to PPMs, or multiple PPMs will be calculated as if one shipment had been made using the total weight moved or the member's prescribed weight allowance, whichever is less as basis for an incentive (JFTR Vol. 1, Para U5310-A1).

9.4 TMF Comment:

9.5. PPM move authorized from _____ to _____.

9.5.1 Self-explanatory

9.5.2 TMF Comment:

9.6. ITO/TMF provided with accurate estimated weight of HHGs:

9.6.1 The member must ensure the estimated weight provided to the TMF is as accurate as possible. The weight estimate is used when computing the estimated constructive cost and the member's advance operating allowance. If the member collects an advance operating allowance greater than the actual constructive cost, the overpayment will be collected from the member after the move.

9.6.2 TMF Comment:

9.7 Maximum authorized weight allowance:

9.7.1 PPM is subject to the same weight limitations as all other moves under similar orders (JFTR, Vol. 1, Para U5310-B, Para U4710-A; and AF Sup/JFTR, Attachment 3, Table A3.1).

9.7.2 Professional Books, Papers, and Equipment (PBP&E) - Members making PPM are entitled to declare and move PBP&E. The weight of the PBP&E is not charged against the member's weight allowance; however the member is entitled to receive an incentive payment based on the weight of the PBP&E. Declaration is made in Block 7d of the DD Form 2278. If PBP&E is not declared on the DD Form 2278, no credit can be given, even if separate weight tickets were obtained for the PBP&E. After the fact declaration of PBP&E is prohibited. Weighing procedures for PBP&E in PPM will follow the procedures outlines in AF Sup/JFTR Vol. 1 and must provide a separate weight determined for the PBP&E. If no weight tickets are obtained for the PBP&E and constructive weights are used, constructive weight will be computed at 7 pounds per cubic foot. **NOTE:** Applies to Air Force ONLY (AF Sup/JFTR Vol. 1, Attachment A 14.7.5.3).

9.7.3 TMF Comment:

9.8 Unauthorized items (POVs, flammable, etc.):

9.8.2 Items liable to impregnate or otherwise damage rental equipment, POV, or other property (e.g., hazardous articles including explosives, flammable, and corrosive materials, poisons, etc.) are prohibited (DoD 4500.9R, Appendix BG, for a more complete list).

9.8.3 Other items not authorized for movement as household goods at government expense (JFTR Vol. 1, Appendix A, definition of household goods) MAY BE included in a PPM move as long as they are not on/in the vehicle when the net weight is established. If these items are included in the net weight, the member is subject to forfeiture of the PPM move entitlement (AF Sup/JFTR Vol. 1 Attachment A 14.11.2).

9.8.4 TMF Comment:

9.9 Power of Attorney (If required):

9.9.1 If the person making the application is anyone other than the member, they must have proper documentation designating them as an agent in the member's behalf. The documentation requirements are the same as for other personal property shipments. The agent must have a general power of attorney, limited power of attorney, or an informal letter of authority (DOD 4500.9R, Chapter 401, Para H-3).

9.9.2 TMF Comment:

9.10 Type of vehicle authorized:

9.10.1 There are no restrictions as to the type of POV or equipment used to perform personally procured transportation of Household goods. Government owned vehicles are not authorized under this program (AF Sup/JFTR attachment A 14.6).

9.10.2 Rental Vehicles - The member may use personally procured rental vehicles, equipment, and packing materials. All arrangements are to be made between the member and the rental company; the government is not involved. Please note: Some late model vehicles will not accept temporary rental trailer hitches. The member should verify that the vehicle in use will accept the rental hitch. If the vehicle has a factory-installed hitch, the member should verify it is compatible with the trailer being rented.

9.10.3 Commercial Carriers - Members may personally procure a commercial carrier to make the PPM (packing, unpacking, loading, unloading).

9.10.4 Small Package Services use of mail or small package services. The method of movement has no bearing on the member's entitlement to receive a monetary allowance. If a member chooses to mail or use a small package service the receipt/invoice must include mailing facility address, date, weight, and cost (AF Sup/JFTR Vol. 1, Attachment A 14.2.4).

9.10.5 TMF COMMENT:

9.11 Loss or damage - maximum government liability:

9.11.1 The member does have the right under the Personnel Claims Act (31 U.S.C., Section 3701, & 3721) to file a claim for loss and/or damage in connection with a PPM move. Claims will generally not be paid except in those cases where an act transpires that is beyond the control of the member (vehicle accidents, leakage, fires, or thefts where the member is free of negligence). Please note the key is whether or not the member is negligent. Brief customers very carefully and stress taking all necessary precautions to avoid loss and/or damage. They should ensure the vehicle is secured at all times, they observe the speed limits, and they pack sufficiently to prevent damage (AF Sup/JFTR Vol. 1, Attachment A14.9).

9.11.2 The member must be counseled to check with their insurance agent and ensure they are properly covered in case of loss or damage. Further, they need to ensure they have adequate liability coverage to protect them in the case of an accident. Many courts have held that members operating privately owned vehicles on change of station moves are not acting within the scope of their employment. They are thus, not protected by the Federal Tort Claims Act, 28 USC 2679 (b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third party injury claims or lawsuits resulting from an accident (AF Sup/JFTR Vol. 1 Attachment 14.9.2.1).

9.11.3 In case of an accident, the member must contact the staff judge advocate at the nearest military installation for assistance (AF Sup/JFTR Vol. 1 Attachment 14, Para A14.9.2.2).

9.11.4 TMF Comment:

9.12 Temporary Storage:

9.12.1 This item is covered in (AF Sup /JFTR, Attachment 14, A14.2.1.5, A14.2.2.2.4 and 5.1.2).

9.12.2 TMF Comment:

9.13 Operating Allowance (Amount):

9.13.1 TMFs may authorize a monetary allowance not to exceed 95 percent of the Government constructive cost for all members making a PPM. The member has the option to receive or decline the advance operating allowance. If the member does not desire to receive an operating allowance, no action is required in this block (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.2.2.1.2 and A14.2.2.2.).

9.13.2 Section 9a of the DD Form 2278 is used for computation of constructive cost and the advance operating allowance. NOTE: Constructive cost of 95 percent applies to moves with effective date of order of 1 Feb 98 (PDTAC MSG 021300Z Feb 98).

9.13.3 Please remind the member this is an advance and if the actual incentive is less than the advance, collection of excess costs will occur. For this reason, it is important the member estimate the weight of the move as accurately as possible.

9.13.4 TMF Comment:

9.14 Pickup rental vehicle and ensure safe operation. Pickup date (YYMMDD):

9.14.1 This block of the form was designed for use when the TMF makes the rental arrangements. This is no longer done. The member will make all arrangements personally.

9.14.2 The member should be counseled to inspect the rental vehicle carefully prior to accepting it from the rental agency. It should be road worthy, water tight, in good repair, and it must be capable of being locked. Acceptance of a substandard vehicle may affect the member's ability to file a claim, should loss/damage occur.

9.14.3 This is a private transaction between the rental dealer and the member. All training and information related to the operation of the rental vehicle and/or equipment will be provided by the rental dealer.

9.14.4 TMF Comment:

9.15 Empty/loaded weight tickets required for each trip made. Use government, public, or commercial scales:

9.15.1 The member must obtain both tare (empty) and gross (loaded) weight tickets. The net weight (actual weight of property being moved) is the difference between the two. The member will need only one tare weight ticket, but will need one gross weight ticket for each load.

9.15.2 For PPM utilizing camper vehicles or POV with previously installed camper shells, built-in HHG and any previously installed equipment is to be included in the tare weight of a personal procured HHG move (AF Sup/JFTR Vol. 1, Attachment A14.6.2.1).

9.15.3 Weight tickets are required for all PPM moves, regardless of weight allowance. There are four exceptions to this rule, in all four cases weight will be determined by computing a constructive weight using the DD Form 1701 or weight estimator, (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.7.4). TMFs may approve the use of constructive costs when:

9.15.3.1 Commercial carriers would be paid on a factor other than weight.

9.15.3.2 Scales are not available due to origin or destination of the PPM move (example: quarters to quarters move on base, with or without a vehicle).

9.15.3.3 The move takes place when public and government scales are normally closed, i.e., weekend or holidays.

NOTE: In each of these cases, the TMF will obtain and certify an inventory of property (on DD Form 1701) to establish the constructive weight. This will be accomplished prior to the move.

9.15.3.4 In all other cases, when due to unusual circumstances or compelling reasons weight tickets are not obtained, the file and a copy of an inventory (DD Form 1701)

certified by the TMF and the member will be forwarded to the origin ITO/JPPSO Director for review and approval, if appropriate. This procedure also applies to members who obtain weight tickets but then lose them prior to submitting the paperwork to the TMF (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.7.4).

9.15.4 Weight tickets may be obtained at government, public, or commercial scales, however, if government scales are available and are located within a reasonable distance from the member's residence, their use is **RECOMMENDED**.

9.15.5 TMF Comment:

9.16 Weight tickets should contain all information needed to identify them as part of the PPM move documentation, including members name, rank, social security number, and the license number of the vehicle being weighed (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.14.1.5).

9.16.1 Weighing must be accomplished on a certified scale, observed by the weigh master, the fuel tanks must be full and the driver and all passengers must be out of the vehicle at the time it is weighed. The weigh master must sign the weight ticket (AF Sup/JFTR Vol. 1 Attachment 14, Para A14.6.2.3, and A.14.14.3).

9.16.2 TMF Comment:

9.17 Axle scale weights may be used when local or state law permits.

9.17.1 The trailer will normally be attached to the vehicle at the time it is weighed.

9.17.2 Some privately owned trailers used for PPM qualify for movement as household goods. JFTR Vol. 1, Appendix A, contains the definition of household goods. In accordance with this definition, the only trailers, which are not included under the term household goods, are mobile homes and camper trailers. All other trailers which belong to the member or dependents on the effective date of the member's PCS or TDY orders and which can be legally accepted and transported as household goods by an authorized commercial carrier qualify as household goods. When any trailer which qualifies as HHG (i.e., utility trailer no more than 12 feet in length and 8 feet in width, boat trailer, motorcycle trailer, etc.) is used as a means of conveyance for an authorized PPM, the weight of the trailer may be included in the weight tickets for one load only. If the member makes one load only, the trailer and load may be weighed separately from the towing vehicle. The resulting weight ticket will be used to compute the incentive. If more than one trip is made, the trailer should be weighed alone, empty to determine its actual weight. Weight tickets will then be required for each load. Ensure the weight of the trailer is only included in the net weight computations once (AF Sup/JFTR Vol. 1, Attachment 14, Para A14.6.1).

9.17.3 TMF Comment:

9.18 PPM requires DD Form 1351-2:

9.18.1 DD Form 1351-2 is no longer required for all PPM moves. It is now used for TDY settlements only. This form is completed by the member at Financial Servicing Office (FSO) after the weight tickets and DD Form 2278 have been turned in to TMF for certification.

9.18.2 For PCS moves, the AF Form 3540 is used. This form is the member's certification of the move and its related expenses. It will be completed by the member at FSO after the move is completed. You should have this form available during counseling for the member's review.

9.18.3 The member should be counseled to keep all receipts related to the move, especially those for gas, oil, etc. These receipts will be required by the accounting and finance office when the move is completed.

9.18.4 TMF comment:

9.19 DD Form 2278 and weight tickets must be submitted to paying office/TMF/ITO to receive incentive payment. Provide rental contract (not required for Air Force and Army):

9.19.1 The member must be briefed to return the DD Form 2278 and weight tickets. They must be returned within 45 days for members separating in a non-pay status. Failure to do so will result in collection of any advance operating allowance paid.

9.19.2 While a copy of the rental contract is not necessary when submitting the DD Form 2278 and weight tickets, it will be needed when the member completes the DD Form 3540 at Accounting and Finance.

9.19.3 TMF Comment:

9.20 Estimated constructive costs:

9.20.1 AF Sup/JFTR Vol. 1, Attachment 14 and IMC 1 to AF Supplement, 1 Jun 06, contains detailed guidance on the computation of constructive costs and advance operating allowances.

9.20.2 TMF Comment:

PART IX - SHIPMENT OF BOATS

This chapter concerns the shipment of boats at government expense. There are currently no forms to use when counseling members on boat shipments. We recommend you add the following items to the back of the DD Form 1797 when counseling members on the movement or storage of boats. NOTE: Effective 13 September 2002, civilian employees have an entitlement to move a boat and their associated trailer at government expense (JTR Vol. 2, Appendix A).

The member was counseled on the following items relating to the shipment or storage of boats.

10. Authorization - Not to exceed the cost to move a like weight of household goods.

10.1 Methods of shipment:

10.1.1 ____ Domestic:

10.1.2 ____ International:

10.2 ____ Excess Costs:

10.3 ____ Nontemporary Storage:

The following paragraphs are intended to assist you in counseling your customer concerning boat shipments. The paragraph numbers correspond to the 4 counseling items listed above.

10.4 Authorization - Not to exceed the cost to move a like weight of household goods:

10.4.1 Members must be aware that the authorization to ship a boat is limited. While the member may ship a boat, the entitlement is limited to an amount not to exceed what it would have cost to ship a like weight of household goods. All costs over that amount and the cost of any special handling the boat requires are the member's responsibility. Further, the cost of moving the boat and the household goods may not exceed the cost of moving the weight of the boat and the household goods (not to exceed the member's JFTR weight allowance) in one lot at the lowest applicable rate. All members shipping boats must understand there is a significant potential for incurring excess cost.

10.4.2 TMF Comment:

10.5 Methods of Shipment:

10.5.1 DOMESTIC: There are six options available to members shipping boats domestically:

10.5.1.1 Any boat less than 14 feet long without a trailer and dinghies or sculls of any size can be shipped as regular household goods under the normal domestic rates (Domestic Rate Solicitation, Item 321)

10.5.1.2 Boats 14 feet or longer, or under 14 feet with a trailer, may be moved as household goods under a domestic one-time-only (OTO) rate negotiated by Military Traffic Management Command. Movement will be provided either by a tow-away service or a commercial mover.

10.5.1.3 Reimbursement for movements under the Personally Procured Move program (JFTR Vol. 1, Para U5320-D).

10.5.1.4 DPM shipment normally used only for small boats.

10.5.1.5 Member may move the boat at personal expense and file a claim for reimbursement. Movement may be over water (JFTR Vol. 1, Para U5320-D and JFTR Vol. 1, Para 5510-B4).

10.5.1.6 If the boat qualifies as a mobile home IAW the JFTR Vol. 1, Appendix A, the member may transport the boat over water as a self-procured mobile dwelling in lieu of HHG shipment. Reimbursement would be IAW (JFTR Vol. 1, Para U5510-B3).

10.5.1.7 TMF Comment:

10.6 INTERNATIONAL: There are three options for international movement of boats:

10.6.1 Any boat and/or trailer, which fits into a standard overseas container and which is accepted by the carrier may be, shipped as household goods under the single factor rate in effect at the time of the shipment.

10.6.2 Other boats may be moved as household goods under an international OTO boat rate negotiated by SDDC. In these cases, the carrier will offer an OTO rate for the household goods and will offer a separate quote for the movement of the boat.

10.6.3 Members may move the boat at personal expense and file a claim for reimbursement. Movement may be over water (JFTR Vol. 1, Para U5510-B).

10.6.4 TMF Comment:

10.7 Excess Costs:

10.7.1. When counseling members who indicate they intend to ship a boat, it's crucial the member be advised of the significant potential for incurring excess costs. Use the appropriate example for JFTR Vol. 1, Para U5310-F, to estimate/compute the excess costs.

10.7.2 General: Members are responsible for all additional accessorial costs related to movement of a boat and trailer. Additional accessorial costs include, but are not limited to, tire repair; tire replacement; packing wheel bearings; materials and labor for structural repair; trailer repairs en route; lift-on or lift-off services; and all special packing, crating, and handling.

10.7.3 Boat-One-Time-Only (BOTO): Boats moving under BOTO costs usually result in excess costs for the member. Generally, the less the boat weighs the greater the excess costs. This is because the authorized cost is based on what it would have cost to ship that weight at the normal household goods rate, while the BOTO is a fixed rate charge for the movement of the boat, and is normally based on the space it takes up in the shipment. The fact that the member is below his/her prescribed weight allowance is not a factor in reducing or eliminating the excess cost. In the case of international BOTO rates, the carrier is also awarded a BOTO rate for the household goods included in the shipment. This rate is computed on a per hundred pounds basis, but is usually higher than the normal household goods rate. The member is responsible for the increased cost of moving the household goods.

NOTE: It is critical you determine the member's potential excess cost as soon as the BOTO rate is received. The member must be made aware of the excess cost and have an opportunity to make other arrangements.

10.7.4 TMF Comment:

10.8 Nontemporary Storage of Boats:

10.8.1 The boat may be placed in NTS at government expense. The contractor will be entitled to a weight additive not to exceed the commercial tariff. This weight additive will be included for all rate items that are authorized on the DD Form 1164. Remember, in accordance with JFTR Vol. 1, Para U5310-E, any weight additive will be considered as part of the net weight of the shipment, and counts against the member's weight allowance.

10.8.2 Any special packing, crating, or handling must be paid by the member.

10.8.3 The member may elect to arrange for storage at personal expense and file for reimbursement after withdrawal. Payment will be limited to the actual cost of the storage, not to exceed the cost the government would have paid to store the same weight of household goods. Incentive payments are not authorized. Certified weight tickets will be required.

10.8.4 Water storage of boats is not authorized at government expense.

10.8.5 TMF Comment:

10.9 Take extra care when counseling members on the shipment of boats. These shipments usually result in excess costs and the excess costs may be very high. Members should strongly consider exercising the option to move the boat under the PPM program.

Appendix A

REFERENCES

1. AFJI 24-231, Operational Policies and Procedures - Nontemporary Storage of Household Goods
2. Air Force Supplement to JFTR/JTR, Air Force Personal Property Moving and Storage
3. AFJPAM 24-225, Moving Your Mobile Home
4. AFJI 24-232, Quality Control of Personal Property
5. AFI 51-502, Personnel and Government Recovery Claims
6. DoD 4500.9R, Part V, Customs Inspection
7. DoD 4500.9R, Part IV, Personal Property
7. AFJPAM 24-226, It's Your Move
8. Shipping Your POV Pamphlet, Dated 27 Feb 03
9. Storing Your POV Pamphlet, Dated 18 Dec 02
10. Personal Property Consignment Instruction Guide (PPCIG), Volumes I and II
11. Joint Federal Travel Regulation, Volume 1
12. Joint Travel Regulation, Vol. 2

The regulation references quoted throughout this volume were correct at the time it was written. Please keep in mind that regulations change frequently. We recommend this pamphlet be used **FOR TRAINING ONLY**. It is not intended as a reference source. In all cases you should refer directly to the proper directive for specific guidance.